



**ACADEMIC CURRICULUM  
COMMITTEE MINUTES BOOK**



ACADEMIC CURRICULUM COMMITTEE

MINUTES BOOK

# ACADEMIC CURRICULUM COMMITTEE MINUTES OF THE MEETING

Date: 05/06/2018

Time: 11:30am

Venue: Lecture Hall 1

### Members present:

- 1. Dr. Afzal V A - Principal
- 2. Dr. Sajil John - Coordinator
- 3. Dr. Augustine Daniel - Co-coordinator
- 4. Dr. Litto Manuel
- 5. Dr. Nishin K John
- 6. Dr Renu Ann Mathew
- 7. Dr. Jayesh J Unnithan
- 8. Dr. Moushmi C B
- 9. Dr. Philips Abraham
- 10. Dr. Naveen K

*[Handwritten signatures in blue ink corresponding to the list of members present, including names like Afzal, Sajil, Augustine, Litto, Nishin, Renu, Jayesh, Moushmi, Philips, and Naveen.]*

### Agenda

- To review and approve academic calendar for the next academic year (2018-19)
- To review the lesson plans of various departments.
- Reformatting of committee guidelines.

### Meeting Minutes

- The Academic calendar for the next academic year was reviewed. After several suggestions from the committee members the dates were finalized. All the committee members unanimously approved the same.



*[Handwritten signature in green ink.]*

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- 2<sup>nd</sup> and 3<sup>rd</sup> internal examination (proposed dates) dates were discussed and included in the calendar.
- The committee members proposed to conduct all internal examination in the dental college examination hall.
- Dr Sajil John proposed to reformat the committee guidelines. After discussions necessary amendments were made to the existing guidelines. It was decided to release the revised guidelines on 12<sup>th</sup> this month.
- Dr. Nishin suggested add on programmes help students to understand better and learn newer concepts. He also stressed that more number of add on programmes must be conducted to encourage the same. Dr. Litto Manuel seconded the suggestion.
- The meeting was adjourned at 12:30pm.
- Dr. Augustine Daniel announced that the next committee meeting would be scheduled on 11/12/2018.

#### Action taken report of the previous meeting

- Amendments suggested in the lesson plan was conveyed to the HODs of the concerned departments.
- The internal exams for regular and supplementary batches from 1<sup>st</sup> year to final year were conducted as per schedule.



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# ACADEMIC CURRICULUM COMMITTEE MINUTES OF THE MEETING

Date: 11/12/2018

Time: 10:00am

Venue: Principal's conference room

## Members present:

1. Dr. Afzal V A - Principal
2. Dr. Sajil John - Co-ordinator
3. Dr. Augustine Daniel - Co-coordinator
4. Dr. Litto Manuel
5. Dr. Nishin K John
6. Dr Renu Ann Mathew
7. Dr. Jayesh J Unnithan
8. Dr. Moushmi C B
9. Dr. Philips Abraham
10. Dr. Naveen K

## Agenda

- To provide suggestions for improvement of academics.
- To review the current academic status.

## Meeting Minutes

- The session was called to order on 11.12.2018 at 10:00am in the principal's conference room. It was chaired by the principal Dr. Afzal V A.
- Dr. Augustine Daniel suggested that students and interns must be exposed to newer trends and concepts in dentistry by incorporating



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- relevant CDE programs, clinical skill enhancement programs etc. this was seconded by Dr. Moushmi C B.
- Dr. Sajil John suggested that interdepartmental case discussions and presentation would help students be more academically oriented and enhance their patient management skills. This was seconded by Dr. Renu.
  - The committee also assessed the academic progress in various departments as per the respective lesson plans.
  - Dr Litto Manuel suggested that the departments must identify weak students and provide additional support for their improvement.
  - Dr. Augustine Daniel announced that the next committee meeting would be scheduled on 07/05/2019.
  - The meeting was adjourned at time 11:45am.

#### Action taken report of the previous meeting

- The schedule of the upcoming Add on programmes were informed to the concerned departments.
- The Academic calendar for the upcoming academic year was reviewed and approved.



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Principal  
Al-Azhar Dental College  
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# ACADEMIC CURRICULUM COMMITTEE




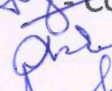
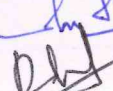
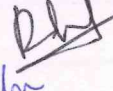
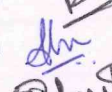
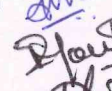
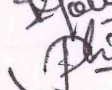
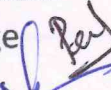

## MINUTES OF THE MEETING

Date: 07/05/2019

Time: 10:30am

Venue: Principal's office

### Members present:

1. Dr. Afzal V A  - Principal
2. Dr. Sajil John  - Coordinator
3. Dr. Augustine Daniel  - Co-coordinator
4. Dr. Litto Manuel 
5. Dr. Nishin K John 
6. Dr Renu Ann Mathew 
7. Dr. Jayesh J Unnithan 
8. Dr. Moushmi C B 
9. Dr. Philips Abraham 
10. Dr. Peter George 
11. Dr. Naveen K 

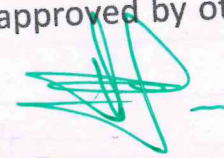
### Agenda

- To finalize and review the academic calendar of the year 2019-2020.
- To approve department lesson plans.

### Meeting Minutes

- The meeting was called to order on 07/05/2019 at 10:30am at Principal's office. It was headed by Dr. Sajil John and Dr. Augustine Daniel under the principal's chair.
- The academic calendar for the upcoming year was presented by Dr. Jayesh and it was unanimously approved by other committee members after discussion.



  
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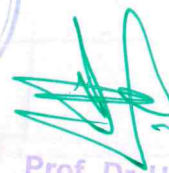
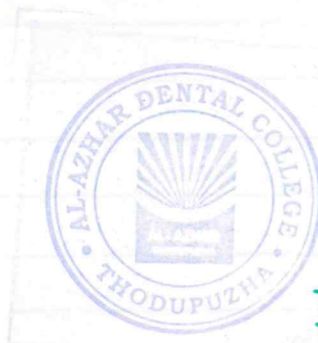
- The internal exam scheduled for regular and supplementary batches from 1<sup>st</sup> year to final year proposed by Dr. Moushmi C B and was seconded by Dr. Renu. A proposal to conduct the cultural/sports week towards the end of the year was also approved.
- The committee also put forwarded a recommendation that 90% attendance should be made mandatory for supplementary batch students (both theory and practical) for appearing for final exams. The CCC also recommended that 1<sup>st</sup> and 2<sup>nd</sup> year students would be permitted to attend classes only after results were announced.
- The lesson plans of all the departments were assessed and suggestions were given to modify them wherever required.
- Dr. Nishin opined that value added programmes like yoga, personality development, spoken English etc. would help to boost the emotional and mental development and wellbeing of the students. Dr. Afzal seconded his opinion and recommended that such programmes must be incorporated in the curriculum
- The meeting was adjourned at 1:30pm. The next CCC meeting was scheduled on 11/12/2019 at 10:00 am to finalize the proposal.

#### **Action taken report of the previous meeting**

- Various CDE programmes, clinical skill enhancement programs etc. were conducted as per previous discussions.
- Lesson plans of various departments were finalized.
- Each department made a list of weak students based on their performance in the internal exams. Special guidance was given to them and improvement exams were conducted.



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# ACADEMIC CURRICULUM COMMITTEE MINUTES OF THE MEETING

Date: 11/12/2019

Time: 10:45am

Venue: Principal's office

## Members present:

1. Dr. Afzal V A - Principal
2. Dr. Sajil John - Coordinator
3. Dr. Augustine Daniel - Co-coordinator
4. Dr. Litto Manuel
5. Dr. Nishin K John
6. Dr Renu Ann Mathew
7. Dr. Jayesh J Unnithan
8. Dr. Moushmi C B
9. Dr. Philips Abraham
10. Dr. Peter George
11. Dr. Naveen K

## Agenda

- To review the current academic status.
- To monitor the academic progress of weak students.

## Meeting Minutes

- The CCC meeting was called to order on 11/12/2019 at 10:45am at Principal's office. It was headed by Dr. Sajil John and Dr. Litto Manuel under the principal's chair.




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- The minutes of previous meeting were unanimously approved and passed by other committee members.
- The progress of the academics was evaluated by correlating with the departmental lesson plans. Recommendations were provided wherever required.
- Dr Jayesh opined that remedial measures to improve the learning and understanding in slow learners (weak students) proved helpful. Dr Litto applauded the same.
- Dr Moushmi put forward that students were interested to participate in add on courses and that more such programmes must be conducted regularly. Dr Afzal seconded her suggestion and put forward that departments should come up with newer and interesting programmes for the same.
- Dr Nishin and Dr Jayesh were entrusted to come up with the academic calendar proposal for the next year, by next committee meeting.
- The meeting was adjourned at 11:40pm
- The next CCC meeting was scheduled for 12/05/2020.

#### Action taken report of the previous meeting

- The internal exams for regular and supplementary batches from 1<sup>st</sup> year to final year were conducted as per schedule.
- Cultural/sports week was held on previously discussed dates.
- Several value added programmes were conducted as stressed upon by the committee members.

  
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# ACADEMIC CURRICULUM COMMITTEE



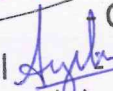
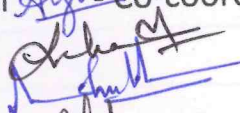
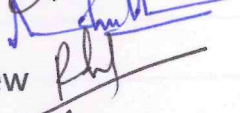
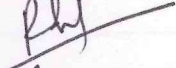

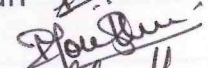
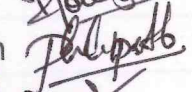
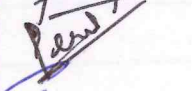

## MINUTES OF THE MEETING

Date: 25/04/2020

Time: 11:30am

Venue: Virtual Platform – Google Meet

Members present:

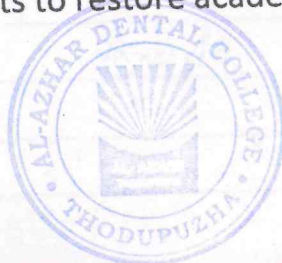
1. Dr. Afzal V A  - Principal
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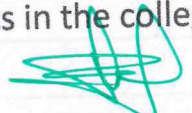
### Agenda

- Guidelines for resuming academics at the outset of covid-19 pandemic
- To provide suggestions for initiating online academic classes due to Covid-19 pandemic.

### Meeting Minutes

- The meeting was conducted on Google Meet (online platform) and it was headed by Dr. V A Afzal. He opined that it was quite unfortunate that pandemic had spread so severely and hampered the academic scenario. He also condemned the deaths of lot of people worldwide. He requested the committee members for valuable inputs to restore academics in the college.



  
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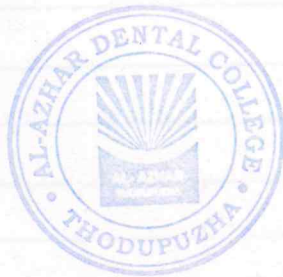
- Suggestions for starting online classes and exams was put forward by Dr. Sajil John, and Dr. Jayesh Unnithan. It was seconded by Dr. Renu.
- HOD's of each department were encouraged to start online classes and online exams for students.
- Taking into consideration, the present scenario, Dr. Litto proposed that internal examination could be conducted on virtual platforms like Google Meet and Zoom.
- Dr. Augustine seconded the proposal and suggested that the dates of online internal exams should be decided by respective HOD's. He also added that the attendance of students should be duly recorded.
- The meeting was adjourned at 12:10pm
- Dr. Afzal V A announced that the next committee meeting would be scheduled on 13/05/2020.

#### Action taken report of the previous meeting

- Remedial classes were commenced to reinforce the learning curve in slow learners (weak students).
- The Academic calendar for the upcoming academic year was reviewed and approved.



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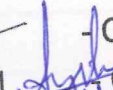
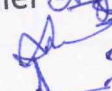


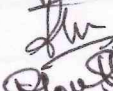
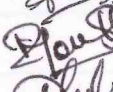
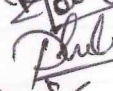


# ACADEMIC CURRICULUM COMMITTEE MINUTES OF THE MEETING

Date: 13/05/2020

Time: 11:30am

Venue: Virtual platform – Google meet

Members present:

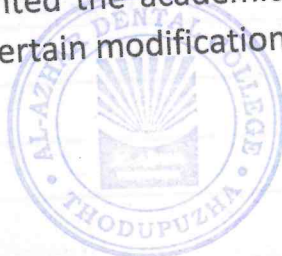
1. Dr. Afzal V A  - Principal
2. Dr. Sajil John  - Coordinator
3. Dr. Augustine Daniel  - Co-coordinator
4. Dr. Litto Manuel 
5. Dr. Nishin K John 
6. Dr Renu Ann Mathew 
7. Dr. Jayesh J Unnithan 
8. Dr. Moushmi C B 
9. Dr. Philips Abraham 
10. Dr. Peter George 
11. Dr. Naveen K 


## Agenda

- To review the progression of the virtual classes
- To discuss the academic calendar.

## Meeting Minutes

- The online meeting was called to order on 13/05/2020 at 11.30 am in Google meet. It was headed by Dr. V A Afzal and Dr. Augustine Daniel.
- Dr Afzal reviewed the online academic scenario and requested to suggest rectifications for technical snags encountered during online classes. The committee members discussed and provided valuable suggestions for the same.
- Dr Nishin presented the academic calendar. The committee then recommended certain modifications wherever needed. Dr Afzal put



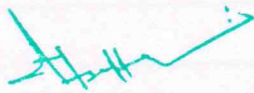
  
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forward that the academic calendar could be followed only if the present scenario was reverted.

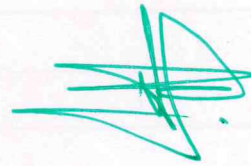
- The internal exam scheduled for regular and supplementary batches from 1<sup>st</sup> year to final year proposed by Dr. Moushmi C B and was seconded by Dr. Renu.
- A proposal to conduct the online cultural week was made tentatively to boost the morale of the students.
- The meeting also put forwarded a recommendation that 90% attendance should be made mandatory for supplementary batch students for appearing for final exams.
- Dr Sajil suggested that mandatory RT-PCR test reports should be submitted by all the students and staffs on the day of commencement of offline classes at the college.
- The meeting was adjourned at 12:15pm. The next CCC meeting was scheduled on 11/12/2020 at 10:00am to finalize the proposal.

#### Action taken report of the previous meeting

- Online classes were taken by the concerned staffs as per the department lesson plan and the attendance of students were recorded.



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# ACADEMIC CURRICULUM COMMITTEE



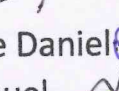
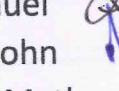
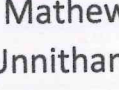
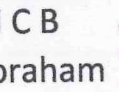
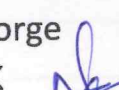
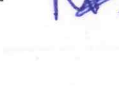
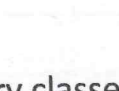
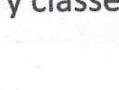

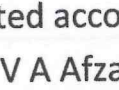
## MINUTES OF THE MEETING

**Date: 11/12/2020**

**Time: 10:00am**

**Venue: Lecture Hall 1**

**Members present:**

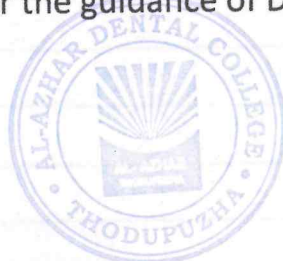
1. Dr. Afzal V A  - Principal
2. Dr. Amal E A  - Administrative Officer
3. Dr. Sajil John  - Coordinator
4. Dr. Augustine Daniel  Co-coordinator
5. Dr. Litto Manuel  -
6. Dr. Nishin K John  -
7. Dr Renu Ann Mathew  -
8. Dr. Jayesh J Unnithan  -
9. Dr. Moushmi C B  -
10. Dr. Philips Abraham  -
11. Dr. Peter George  -
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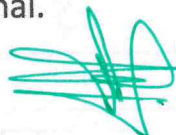
### Agenda

- To restart Offline theory classes and clinics by strictly adhering to Covid-19 protocols.

### Meeting Minutes

- Meeting was conducted according to Covid-19 protocols.
- It was chaired by Dr. V A Afzal
- Covid-19 help desk and Temperature monitoring facility was made available at the entrance of the college and it was monitored by interns under the guidance of Dr. Amal.



  
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- All staff and students were informed to treat patients only after getting negative Antigen test reports.
- Dr. Moushmi C B suggested the use of N 95 mask, double glove, PPE kit, face shield during clinical hours to reduce the contamination.
- Dr. Renu suggested the need for Antigen testing facility at college lab.
- Dr. Sajil john recommended the need of fumigation facility in the college.
- The academic progress was assessed. Dr Afzal put forward that it would be a significant transition for both students and faculty to adapt back from the online teaching scenario to the offline mode. He suggested that all the faculty should encourage students to aid in this transition by supporting them however possible.
- Dr Augustine suggested that add on and value added courses would definitely play a major a role in bridging this gap.
- Dr Renu and Dr Jayesh were entrusted to frame the academic calendar for the upcoming year by next committee meeting.
- The meeting was adjourned at 12.00 pm. The next meeting was scheduled on 11<sup>th</sup> May 2021.

### Action taken report of the previous meeting

- The progress of virtual classes were reviewed.
- Online cultural activities were held to boost the morale of the students.

Prof. Dr. V.A. AFZAL., M.D.S.  
Principal  
Al- Azhar Dental College  
Perumpillichira P.O., Thodupuzha-685 605



Prof. Dr. Harvey Thomas MDS  
Principal  
Al-Azhar Dental College  
Thodupuzha -685 605



# ACADEMIC CURRICULUM COMMITTEE

## MINUTES OF THE MEETING

Date: 11/05/2021

Time: 10:45am

Venue: Principal's office

Members present:

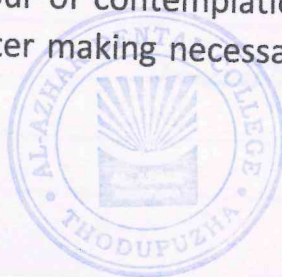
1. Dr. Afzal V A - Principal
2. Dr. Amal E A - Administrative Officer
3. Dr. Sajil John Coordinator
4. Dr. Augustine Daniel Co-coordinator
5. Dr. Litto Manuel
6. Dr. Nishin K John
7. Dr Renu Ann Mathew
8. Dr. Jayesh J Unnithan
9. Dr. Moushmi C B
10. Dr. Philips Abraham
11. Dr. Peter George
12. Dr. Naveen K

### Agenda

- To review and approve the academic calendar for 2021-22.
- To assess and approve department lesson plans.
- To provide suggestions for the improvement of academics.

### Meeting Minutes

- Dr. Renu Ann Mathew was appointed as basic science subject examination coordinator.
- Academic calendar for the next academic year was presented by Dr Renu. Internal examination (proposed dates) dates were discussed. After an hour of contemplation and discussion, the calendar was finalised after making necessary modifications. The possible dates



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Principal  
Al-Azhar Dental College  
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for the conduct of cultural events were also discussed. All committee members unanimously approved the calendar.

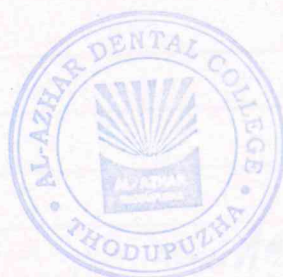
- The department lesson plans were assessed and necessary rectifications were suggested.
- Dr Nishin put forward that the remedial measures taken to improve the performance of slow learners had proved very beneficial. Dr. Afzal seconded Dr Nishin and acknowledged the efforts of faculty members.
- Dr Litto Manuel put forward a proposal to procure a LMS (Learning Management Software) for academic and administrative purposes. This was seconded by Dr. Jayesh. Dr Afzal entrusted Dr Jayesh to collect quotations of various LMS platforms available in the market. He was also asked to procure quotations for online library software.
- The meeting was adjourned at time 12:30pm.
- Dr. Augustine Daniel announced that the next committee meeting would be scheduled on 14/12/2021.

#### Action taken report of the previous meeting

- A mandatory RT-PCR test reports for all the students and staffs were collected on the day of commencement of offline classes at the college
- The use of N 95 mask, double glove, PPE kit, face shield during clinical hours was made mandatory.
- Antigen testing facilities was started at college.
- Value added courses and add on programmes were taken up by various departments.
- The academic calendar for the upcoming year was framed.



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Principal  
Al- Azhar Dental College  
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Principal  
Al-Azhar Dental College  
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# ACADEMIC CURRICULUM COMMITTEE


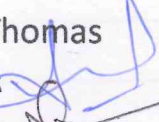
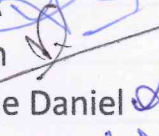
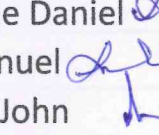
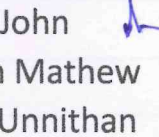
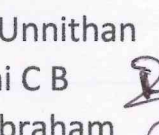
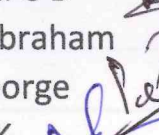
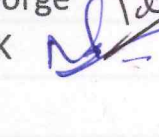
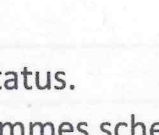
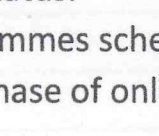
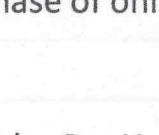
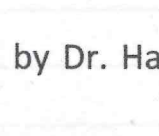
## MINUTES OF THE MEETING

**Date: 14/12/2021**

**Time: 11:30am**

**Venue: Lecture Hall 1**

### Members present:

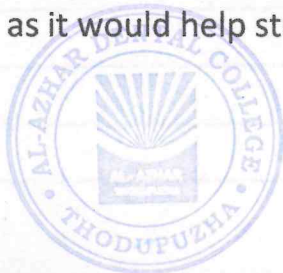
1. Dr. Harvey Thomas - Principal 
2. Dr. Amal E A - Administrative Officer 
3. Dr. Sajil John - Coordinator 
4. Dr. Augustine Daniel - Co-coordinator 
5. Dr. Litto Manuel 
6. Dr. Nishin K John 
7. Dr Renu Ann Mathew 
8. Dr. Jayesh J Unnithan 
9. Dr. Moushmi C B 
10. Dr. Philips Abraham 
11. Dr. Peter George 
12. Dr. Naveen K 


### Agenda

- To review the academic status.
- To review add-on programmes scheduled for the year 2022.
- To discuss regarding purchase of online library software

### Meeting Minutes

- The meeting was chaired by Dr. Harvey Thomas in lecture hall no 1 at 11:30 am.
- Dr. Augustine Daniel reviewed the add on programmes that were scheduled for the year 2022. He suggested to increase the number of add on programmes as it would help students in aligning with the curriculum.



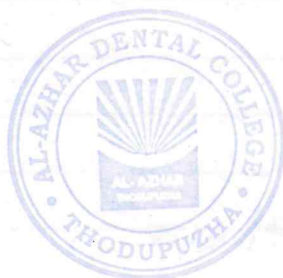
  
 Prof. Dr. Harvey Thomas MDS  
 Principal  
 Al-Azhar Dental College  
 Thodupuzha - 685 605

Dr. Nishin seconded his opinion. All the department HOD's were informed about the same.

- Dr Sajil John similarly suggested to include more value added, interactive classes and workshops for the students. This was seconded by Dr Jayesh.
- Dr. Litto Manuel suggested that more subject related books need to be procured in the library, so as to facilitate reading and research culture among students and faculty.
- Dr Jayesh shared the quotation for online library software EBSCO. Dr Harvey approved the quotation for the same.
- Dr. Harvey Thomas stressed on the importance of faculty training programmes to aid in promoting faculty enrichment.
- Dr. Litto and Dr. Moushmi were entrusted to structure the academic calendar for the upcoming year.
- The meeting was adjourned at 12:30pm.
- Dr. Harvey Thomas announced that the next committee meeting would be scheduled on 09/05/2022.

#### **Action taken report of the previous meeting**

- The proposal for procuring LMS (Learning Management Software) for academic and administrative purposes was forwarded to the management.
- Internal exams and cultural events were conducted according to the academic schedule discussed.
- It was ensured that regular classes were taken by the respective departments following the academic lesson plan.



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# ACADEMIC CURRICULUM COMMITTEE MINUTES OF THE MEETING

**Date: 09/05/2022**

**Time: 10:30am**

**Venue: Principal's office**

**Members present:**

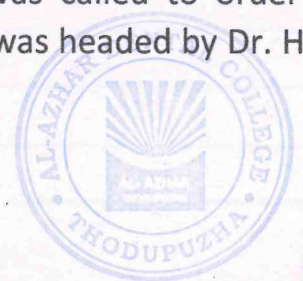
- 11. Dr. Harvey Thomas - Principal
- 12. Dr. Amal E A - Administrative Officer
- 13. Dr. Sajil John - Coordinator
- 14. Dr. Augustine Daniel - Co-coordinator
- 15. Dr. Litto Manuel
- 16. Dr. Nishin K John
- 17. Dr. Joby Paulose
- 18. Dr. Renu Ann Mathew
- 19. Dr. Jayesh J Unnithan
- 20. Dr. Moushmi C B
- 21. Dr. Philips Abraham
- 22. Dr. Naveen K
- 23. Dr. Peter George
- 24. Dr. Shreya M A

**Agenda**

- To finalize and review the academic calendar of the year 2022-2023
- To approve department lesson plans
- To discuss procurement of smartboards for lecture halls

**Meeting Minutes**

- The CCC meeting was called to order on 09/05/2022 at 10:30am at Principal's office. It was headed by Dr. Harvey Thomas and Dr. Augustine Daniel.



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Al-Azhar Dental College  
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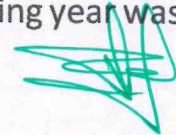


- The academic calendar for the upcoming year was presented by Dr. Litto. The internal exam schedule for regular and supplementary batches from 1<sup>st</sup> year to final year were decided. A proposal to conduct the cultural/sports week towards the fag end of the year was also approved. After necessary modifications it was unanimously approved by other committee members.
- The lesson plans of all departments were meticulously reviewed and necessary rectifications were duly suggested.
- Dr. Nishin put forward that value added programmes like Yoga, spoken English, personality development, soft skill development etc. would help to boost the mental wellbeing of the students. Dr. Jayesh seconded his suggestion.
- Dr. Joby suggested that installing smartboards in lecture halls would make both the teaching and learning experience a lot better. All committee members unanimously supported the suggestion. Dr. Harvey Thomas instructed Dr. Litto to gather quotations for the same.
- Dr. Litto Manuel suggested that Dr. Nishin take over as incharge for LMS software implementation and form a committee for the same.
- Add on programmes for the upcoming year were duly selected based on the current prospects. The topics were unanimously approved by all faculty members.
- It was also recommended to increase the number of dental camps to facilitate patient inflow and promote enhanced student-patient interaction.
- Dr. Harvey Thomas announced that the next committee meeting would be scheduled on 13/12/2022 at 10:00 am. The meeting was adjourned at 1:00pm.

#### **Action taken report of the previous meeting**

- The number of value added courses, interactive classes and workshops for the students were increased.
- The quotation for online library software EBSCO was approved.
- More faculty training programmes were conducted.
- The academic calendar for the upcoming year was discussed and finalized.



  
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# ACADEMIC CURRICULUM COMMITTEE


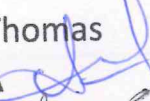
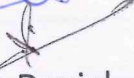
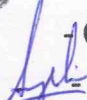

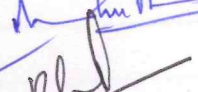


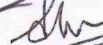
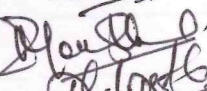
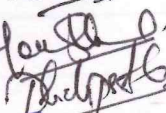


## MINUTES OF THE MEETING

Date: 13/12/2022

Time: 10:30am

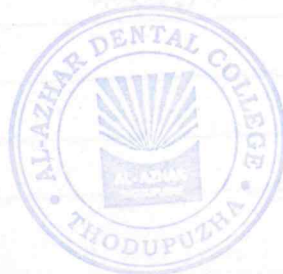
Venue: Lecture Hall 1


### Members present:

1. Dr. Harvey Thomas - Principal 
2. Dr. Amal E A - Administrative Officer 
3. Dr. Sajil John - Coordinator 
4. Dr. Augustine Daniel - Co-coordinator 
5. Dr. Litto Manuel 
6. Dr. Nishin K John 
7. Dr. Joby Paulose 
8. Dr Renu Ann Mathew 
9. Dr. Jayesh J Unnithan 
10. Dr. Moushmi C B 
11. Dr. Philips Abraham 
12. Dr. Naveen K 
13. Dr. Shreya M A 

### Agenda

- To review the academic status of the current year.
- To review Add on, value added and faculty enrichment programmes of the current year.
- To discuss the procurement of LMS software



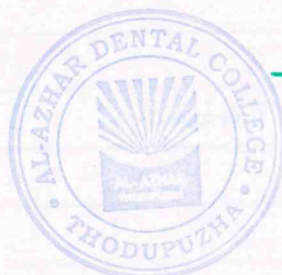
  
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## Meeting Minutes

- The meeting was headed by Dr. Harvey Thomas in lecture hall 1 at 10:30 am.
- Dr. Litto Manuel reviewed the add on and value added programmes of the current year. He disclosed that there was good student participation across all programmes.
- Dr. Harvey Thomas stressed on the importance of mentor-mentee programme for connecting with the students better. This was seconded by Dr. Sajil John.
- Dr Harvey Thomas approved the quotation for the procurement of EMBASE, an LMS software. He added that the purchase would be confirmed after final round of talks with the management.
- Dr. Nishin was entrusted to structure the academic calendar for the upcoming year.
- Dr. Nishin informed that LMS software purchase was approved and the committee was working towards implementation of the same.
- The meeting was adjourned at 11:30pm.
- Dr. Harvey Thomas announced that the next committee meeting would be scheduled on 09/05/2023.

### Action taken report of the previous meeting

- The internal exams for regular and supplementary batches from 1<sup>st</sup> year to final year were conducted as per academic calendar.
- Emphasis was given to include more number of value added programmes like Yoga, spoken English, personality development, soft skill development etc. as per previous discussions.
- All the lecture halls were provided with smartboards.
- Add on programmes by various departments were conducted periodically.
- Increase in the number of dental camps were monitored.



  
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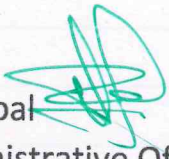
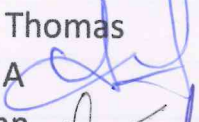



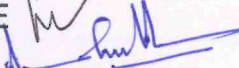
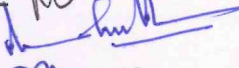
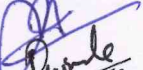
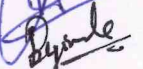
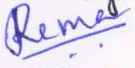

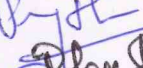
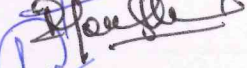

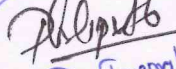


# ACADEMIC CURRICULUM COMMITTEE MINUTES OF THE MEETING

Date: 24/04/2023

Time: 10:30am

Venue: Lecture Hall 1

**Members present:**

- 1. Dr. Harvey Thomas - Principal 
- 2. Dr. Amal E A - Administrative Officer 
- 3. Dr. Sajil John - Coordinator 
- 4. Dr. Augustine Daniel - Co-coordinator 
- 5. Dr. Litto Manuel 
- 6. Dr. Lakshmipriya E 
- 7. Dr. Nishin K John 
- 8. Dr. Joby Paulose 
- 9. Dr. Biji Mol Jose 
- 10. Dr. Rema J 
- 11. Dr. Jayesh J Unnithan 
- 12. Dr. Prijitha Alex 
- 13. Dr. Moushmi C B 
- 14. Dr. Anu Mathew 
- 15. Dr. Philips Abraham 
- 16. Dr. Reny Jayaprakash 
- 17. Dr. Basheer M P 

**Agenda**

- To reconstitute academic curriculum committee.



Prof. Dr. Harvey Thomas MDS  
Principal  
Al-Azhar Dental College  
Thodupuzha-685 605

## Meeting Minutes

- The meeting was chaired by Dr. Harvey Thomas in lecture hall 1 at 10:30 am and headed by Dr. Sajil John and Dr. Augustine Daniel.
- Dr. Litto Manuel welcomed the new members to the committee. This was followed by their self-introductory session and further interaction with the other committee members.
- Dr. Harvey Thomas pointed out that change is inevitable and that this major reconstitution of the committee would bring about new heights in quality of education in the institution.
- Dr. Sajil John assigned Dr Anu Mathew to aid Dr. Nishin in structuring the academic calendar.
- The meeting was adjourned at 11:30pm.
- Dr. Harvey Thomas announced that the next committee meeting would be scheduled on 09/05/2023 as previously decided.

## Action taken report of the previous meeting

- The upcoming Mentor-mentee programmes were discussed
- EMBASE, an LMS software was procured.



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# ACADEMIC CURRICULUM COMMITTEE


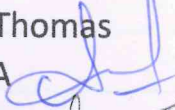







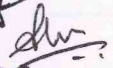

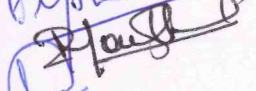

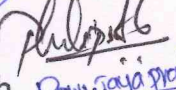
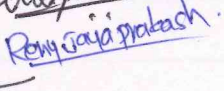
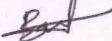
## MINUTES OF THE MEETING

Date: 09/05/2023

Time: 10:30am

Venue: Principal's office

### Members present:

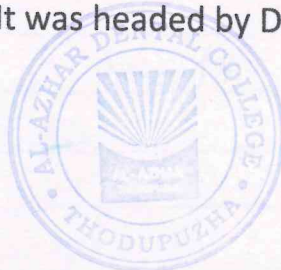
1. Dr. Harvey Thomas - Principal 
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11. Dr. Prijitha Alex 
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13. Dr. Anu Mathew 
14. Dr. Philips Abraham 
15. Dr. Reny Jayaprakash 
16. Dr. Basheer M P 

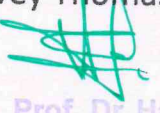
### Agenda

- To review the academic calendar of the upcoming year (2023-2024)
- To approve department lesson plans

### Meeting Minutes

- The meeting was called to order on 09/05/2022 at 10:30am at the Principal's office. It was headed by Dr. Harvey Thomas and Dr. Sajil John.



  
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- The academic calendar for the upcoming year was presented by Dr. Shreya. The schedule for the internal exams of regular and supplementary batches year were decided. The committee members put forward certain suggestions and necessary amendments to be made before the final approval.
- The lesson plans of all departments were reviewed and refinements were recommended.
- Topics for the value added and add on programmes for the upcoming year were decided by the committee members based on the current trends. The topics were unanimously approved by all faculty members.
- Dr Harvey Thomas acknowledged the efforts of the faculty in successfully executing the mentor mentee program. He added that the program had greatly influenced the students and helped the faculty to better understand the students' perspectives.
- Dr. Sajil lauded Dr. Nishin and his committee for implementing EMBASE LMS software.
- Dr. Harvey Thomas announced that the next committee meeting would be scheduled on 14/12/2023 at 10:00 am. The meeting was adjourned at 12:10 pm.

#### **Action taken report of the previous meeting**

- The new committee members took charge.
- The academic calendar for the upcoming year was structured and discussed.



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