



Off:04862224366
Fax:04862229586

AL-AZHARDENTALCOLLEGE

(APPROVED BY DENTAL COUNCIL OF INDIA & AFFILIATED TO
KUH5)RUNBYNOORULISLAMTRUST
PERUMPILICHIRAP.O.,THODUPUZHA,IDUKKIDIST.,KERALA-685605

6.1.2 Effective leadership is reflected in various institutional practices such as decentralization and participative management.

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





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AL-AZHAR DENTAL COLLEGE

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RUN BY NOORUL ISLAM TRUST

PERUMPILICHIRA P. O., THODUPUZHA, IDUKKI DIST., KERALA- 685 605

CERTIFICATE OF THE HEAD OF THE INSTITUTION



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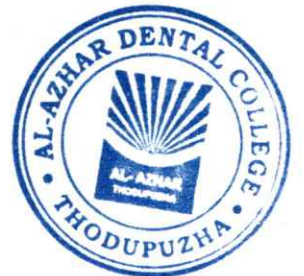
PROF. Dr. HARVEY THOMAS, MDS

PRINCIPAL

TO WHOMSOEVER IT MAY CONCERN

This is to certify that our institution has effective leadership and it is reflected in various institutional practices such as decentralization and participative management. Details are given:

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





**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 above)

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.



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Prof. Dr. Harvey Thomas MDS
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- 2nd and 3rd 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 12th 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 1st year to final year were conducted as per schedule.



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

Prof. Dr. Harvey Thomas MDS
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Thodupuzha - 685 605

**ANTI-RAGGING COMMITTEE
MINUTES BOOK**

**MINUTES OF
MEETING
ANTI-RAGGING
COMMITTEE**

MINUTES OF THE MEETING

ANTI-RAGGING COMMITTEE

15.1.2018

Members Present:

1. Prof. Dr. V. A. Afzal
2. Dr. Arun Thomas Alappatt
3. Prof. Dr. Lillo Manuel
4. Dr. Renu Ann Mathew
5. Prof. Dr. Shiny Joseph
6. Dr. Anjana M.K.
7. Dr. Tomy Mathew

Member Absent : Prof. Dr. Muhammed Afnan.

AGENDA :- Anti ragging seminar and activities to be conducted in the upcoming year 2018.

The anti-ragging committee for the academic year 2018 was constituted on January 9th 2018. The meeting was held on 15th January at 10:00 am in the committee room. The meeting was attended and chaired by Prof. Dr. V. A. Afzal, Principal Al Azhar dental college, Thalupuzha. The previous meeting was passed cordially by all the members. It was proposed by Prof. Dr. Lillo Manuel and supported by Prof. Dr. Shiny Joseph.

1. The committee decided to conduct an anti-ragging awareness programme for the student on February 3rd 2018.
2. The committee decided to take anti-ragging regulations and



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COLLEGE COMMITTEE FOR PREVENTION OF RAGGING ACTIVITIES

Pursuant to the supreme court order dated. 24-06-2004 & in compliance with the prohibition of Ragging Act 1998 and the order from the Govt. of Kerala, Higher Education Dept. GORT NO. 1943/05/H.Edn. Dated 21-11-05, a College committee for prevention of ragging was reconstituted on 09-01-2018 for the academic year 2018-19

Following are the members of the committee.

- | | | |
|-----------------------------|---|--------------|
| 1. Chairman | : Prof. Dr. Afzal V.A (Principal) | - 9447035553 |
| 2. Convener | : Dr. Arun Thomas Alapatt(Administrative Officer) | - 7025091040 |
| 3. Management Nominee | : Adv. K. M. Mijas (Managing Director) | - 9747410069 |
| 4. Senior Faculty Member | : Prof. Dr. Muhammed Afnan(Professor) | - 8547542231 |
| 5. Senior Faculty Member | : Prof. Dr. Litto Manuel (Professor) | - 9496633333 |
| 6. Lady faculty | : Prof. Dr. Shiny Joseph (Professor) | - 9447145636 |
| 7. Lady faculty | :Dr. Anjana Mohnkumar | -9446567822 |
| 8. Lady faculty | : Dr. Renu Ann Mathew | -9447717842 |
| 9. Lady faculty | : Dr. Tency Mathew | - 8921853500 |
| 10. PTA Nominee | : Mrs. Rasiya V A | |
| 11. Local nominees | : Mrs. Laila Kreem | |
| 12. Student Representatives | : Kailas Nair (2017) | |
| | : Aparna Ajith (2016) | |
| | : Afiya T.S(2018) | |

The committee shall

- Keep continuous watch & vigil on ragging incidents
- Promptly deal with the incidents of ragging brought to the notice & summarily punish the guilty putting forth its finding/suggestion before the authority competent to take action.
- Ensure compliance of the provisions of the Kerala Prohibition Ragging Act 1998 (Act 10 of 1998)

PRINCIPAL



- measures to ensure that no ragging takes place in the institute and its hostel premises.
- 3. The committee has also decided to give printed leaflet to fresher's and their parent or guardian at the time of admission to create awareness on anti-ragging.
- 4. A sign up board was put up in the college premises and students from all the years were asked to sign on the board availing a ragging free camp.
- 5. The committee decided to design anti-ragging posters to be displayed in corridors and lecture halls.

Action taken report of the previous meeting.

- A short skit programme inaugurated by IPS officer Rishiy Singh was conducted on 9.05.2017.

The meeting was concluded by vote of thanks delivered by Dr Terry Mathew.



Prof. Dr. Harvey Thomas MDS
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Al-Azhar Dental College
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Prof. Dr. V.A. AFZAL., M.D.S.
Principal
Al-Azhar Dental College
Perumpitichira P.O., Thodupuzha - 685 065

The image shows the front cover of a book. The cover is primarily a deep red color with a marbled pattern of darker red and brown veins. On the left side, there is a vertical strip of a different material, possibly a textured cloth or fabric, in a slightly darker shade of red. In the center of the cover, there is a white rectangular box containing the title text in a bold, black, sans-serif font.

**ANTI- SEXUAL HARASSMENT
COMMITTEE MINUTES BOOK**

Anti-sexual harassment committee meeting minutes

Date – 19-06-2018

Time – 10 am

Venue – Conference Hall, Al Azhar Dental College

Attendees of the meeting


1. Dr. V. A. Afzal – Principal, Al Azhar Dental College – Chairperson
2. Dr. Anjan. Mohan Kumar – Co Ordinator
3. Dr. Arun Thomas – Administrative Officer, Al Azhar Dental College
4. Dr. Sajil John
5. Dr Shiny Joseph
6. Smt. Anjana Muhammed

Agenda -- To formulate the committee and its guidelines.



The first meeting of the anti-sexual harassment committee of 2018-2019 was called to order on 19th June, 2018 at 10 am at the Principal's Office, presided by the Principal, Dr. V. A. Afzal.

The Principal heartily welcomed the members to the committee and wished everyone to work together to make our campus safe for one and all. Dr. Anjana Mohan Kumar was selected as the co-coordinator of the committee. The Chairperson then asked the members to discuss and formulate the guidelines for the working of the committee. The Chairperson asked the members to submit the guidelines by the next meeting which was scheduled for the month of October 2018.

The meeting was adjourned at 12.30 pm and refreshments were served.


Prof. Dr. Harley Thomas MDS
Principal
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Co-ordinator

Prof. Dr. V.A. AFZAL., M.D.S.
Principal
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Date – 09-10-2018

Time – 10am

Venue – Principal office, Al Azhar Dental College

Attendees of the meeting

1. Dr. V. A. Afzal – Principal, Al Azhar Dental College – Chairperson
2. Dr. Anjana Mohan Kumar – Co Ordinator
3. Dr. Arun Thomas – Administrative Officer, Al Azhar Dental College
4. Dr. Sajil John
5. Dr Shiny Joseph
6. Smt Aseena Muhammed

Agenda – Discussion of committee guidelines.


The second meeting of the anti-sexual harassment committee was called to order on 09th October 2018 at 10 am at the Principal's Office, presided by the Principal, Dr. V. A. Afzal.

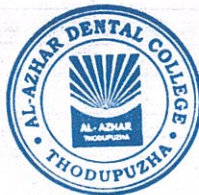
The minutes of the previous meeting were read and approved by the committee. The guidelines were proposed and seconded by Dr. Arun Thomas and the members raised few questions and suggestions. Necessary corrections were made in the guidelines after approval from the members. The approved guidelines were submitted to the Principal. Dr Afzal congratulated the team on the submission of the guidelines on schedule and asked the committee members to work together in the same way for the betterment of the college. Steps to create awareness against sexual harassment were discussed.

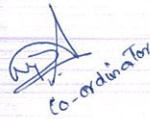
The meeting was adjourned at 12.30pm and refreshments were served.

Action taken report of the previous meeting

1. Approval of guidelines
2. Formulation of working committee.

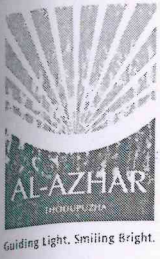

Prof. Dr. Harvey Thomas MDS
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Prof. Dr. V.A. AFZAL., M.D.S.
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**ARTS & SPORTS COMMITTEE
MINUTES BOOK**



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Arts & Sports Committee Minutes of meeting

Date:13.11.2017

Members present

Dr. Afzal V A
Dr Litto Manual
Dr Shiny Joseph
Dr Aby Kuruvila

Dr Amal E A
Dr Nishin K John
Jerry Bastin
Kavya Krishnankutty

Members absent

Dr Manoj K V
Dr Sajil John


Agenda

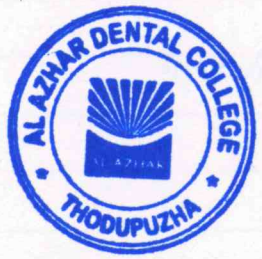
1. Discussion regarding induction of PRAYAN UNION
2. Discussion regarding of arts and sports committee
3. Discussion on Christmas celebration and World Oral Health day

In the meeting conducted on 13th November 2017 in Lecture hall 1 from 11:30 am to 12:30 pm, Dr Afzal welcomed the members of the committee. Dr Litto Manual pointed out the role of committee in conduction of non-academic activities for holistic development of students.


Further on, guidelines for ARTS AND SPORTS COMMITTEE were discussed and formulated. The induction ceremony of the new union was discussed.

Dr Aby suggested ideas for Christmas celebration and World Oral Health day. Orientation day programs for 2017-18 batch were also discussed.


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
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Co-ordinator


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Arts & Sports Committee

Minutes of meeting

Date:01.09.2018

Members present

Dr Litto Manual

Dr Sajil John

Dr Shiny Joseph

Dr Aby Kuruvila

Dr Amal E A

Dr Nishin K John

Jerry Bastin

Kavya Krishnankutty

Members absent

Dr Manoj K V

Agenda

1. Disaster relief activities during flood.
2. Formal commencement of 2018-19 batch students.

In the meeting conducted on 1st September 2018 in Lecture hall 1 from 11:15 to 12:00 pm, the minutes of previous meeting were read and points to be improved were discussed under the leadership of Dr Litto Manual.

Dr Sajil John suggested relief activities for flood survivors from the institution in refugee centres. It was decided to visit relief camps with essentials. A student committee was chosen for the same.

Also the formal commencement of 2018-19 batch students was decided to be conducted in October.

Action taken report of previous meeting

1. Guidelines of the committee were formulated.
2. Induction program and Christmas day celebrations conducted successfully.
3. World Oral Health day was done in association with IDA MALANADU.

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



Co-ordinator
Dr. Litto Manual

Dr. V.A. AFZAL, M.D.S.
Principal
Al-Azhar Dental College
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**CONTINUING EDUCATION COMMITTEE
MINUTES BOOK**

CONTINUING EDUCATION COMMITTEE MEETING MINUTES

Date – 15-03-2018 (Thursday)

Time – 10 am

Agenda

- Reframing the policies and guidelines with the committee members
- To conduct new CDE programs

The meeting of the Continuing Education Committee was called to order at 10 am on 15th March 2018 at the Principal's office, presided by the Principal, Dr. V. A. Afzal.

The committee members present: -

1. Dr. V. A. Afzal – Principal, Al Azhar Dental College – Chairperson
2. Dr. Nishin K John – Coordinator
3. Dr. Arun Thomas Alapatt - A O, Al Azhar dental college
4. Dr. Moushmi C B - Member
5. Dr. Jayesh Unnithan - Member
6. Dr. Cyril Varghese - Member

Principal, Dr. V. A. Afzal greeted all the members. The minutes of the previous meeting were proposed by Dr. Nishin K John and seconded by Dr. Arun Thomas Alapatt. The members then had a discussion for the re-formulation of the guidelines and policies of the committee and it was decided that the newly formulated guidelines be submitted by the coordinator in the next meeting. Dr. Moushmi CB suggested conducting a few development skills-related programs.

The meeting was adjourned at 11.00 am after refreshments.

ACTION TAKEN REPORT OF PREVIOUS MEETING:

The anti-Tobacco program was conducted by PHD department

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



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

CONTINUING EDUCATION COMMITTEE MEETING MINUTES

Date – 18-10-2018 (Thursday)

Time – 10am

Agenda

- To conduct new CDE programs

The meeting of the Continuing Education Committee was called to order at the Principal's office on October 18th, 2018 at 10.30 am. The session was chaired by, Principal, Dr. V. A. Afzal, Al Azhar Dental College.

The committee members present: -

The following staff members were nominated as committee members: -

1. Dr. V. A. Afzal – Principal, Al Azhar Dental College – Chairperson
2. Dr. Nishin K John– Coordinator
3. Dr. Arun Thomas Alapatt- A O, Al Azhar Dental College
4. Dr. Moushmi C B- Member
5. Dr. Jayesh Unnithan- Member
6. Dr. Cyril Varghese- Member

The minutes of the previous meeting were proposed by Dr. Nishin K John and seconded by Dr. Arun Thomas Alapatt. The coordinator of the committee Dr. Nishin K John outlined the guidelines and working of the committee to the members and officially handed over the same to the Chairperson, Dr. V. A. Afzal. Refreshments were served and the meeting adjourned at 11.15 am. Dr. Arun Thomas Alapatt suggested including CDEs in relation to communication skills, Yoga for staff and students.

ACTION TAKEN REPORT OF PREVIOUS MEETING:

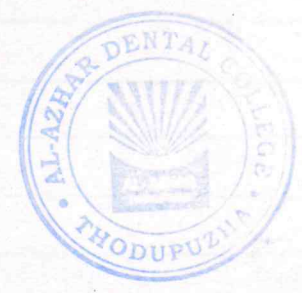
The guidelines were approved by the chairperson, Dr. V. A. Afzal

The programs conducted were:

1. Personality development by Dr. Binila S Babu on the topic- Critical Thinking and Problem-Solving on 19-7-2018
2. Analytical Skill Development by Dr. Aby Kuruvilla on the topic- 'Focus On Solution, Not On the Problem' on 10-9-2018

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



**EXAM CELL
MINUTES BOOK**

Exam Cell
Meeting Minutes

Date: 4.4.18

Time: 10 am

The meeting of the exam cell was called to order on 4.4.18 at 10am at the Principal's office, presided by the Principal Dr. V A Afzal.

Agenda:

To reconstitute the members and to reformulate guidelines for the committee.

The following members were nominated as committee members

1. Dr. V.A Afzal – Principal of Al Azhar Dental College
2. Dr. Muhammed Afnan – Coordinator *Afnan*
3. Dr Sandeep Mathew *Sandeep Mathew*
4. Dr Tinu George *Tinu George*
5. Dr Rinas P M *Rinas P M*
6. Naseera M. H - System Administrator *Naseera*
7. Rasheela A. A - Office Clerk *Rasheela*

The Principal welcomed all the nominated members heartily and gave his best wishes for the smooth functioning and conduct of examinations in an unbiased manner. The coordinator and members were instructed to discuss and formulate the guidelines. The meeting was adjourned at 12.00 after refreshments.



[Handwritten signature]
Prof. Dr. Harvey Thomas MDS
Principal
Al-Azhar Dental College
Thodupuzha - 685 605

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

[Handwritten signature]
(Coordinator)

Exam Cell

Minutes of the meeting

Date – 4.7.18

Time: 10:00am

The meeting of the Exam Cell was called to order on 4.7.18 at the Principal's office, presided by Dr. Afzal V A.

Members present:

1. Dr. Afzal V A Principal Al- Azhar Dental College
2. Dr. Muhammed Afnan – Coordinator *Afnan*
3. Dr Sandeep Mathew *Sandeep Mathew*
4. Dr Tinu George *Tinu*
5. Dr Rinas P M *Rinas*
6. Naseera M.H – System Administrator *Naseera*
7. Rasheela A. A – Office Clerk *Rasheela*

Agenda:

1. Scrutinize the guidelines formed
2. Discuss the functions and decisions of the exam cell for the conduct of the examinations

The minutes of the previous meeting were approved which was proposed by Dr Tinu and seconded by Dr Sandeep Mathew. The guidelines were finalized after necessary rectifications were handed over to the principal. The meeting discussed the procedures and instructions for assessment of the internal exam and the results of the examinations. The setting and moderation of question papers as per the guidelines of the exam section of KUHS were also put forward. The invigilators of the first year to final year university exams were decided. The meeting was adjourned at 12:30 pm after tea and refreshments.

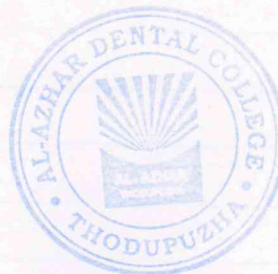
Action taken report of the previous meeting:

1. Members of the exam cell committee were nominated
2. Discussion on committee guidelines.

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

[Signature]

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



[Signature]
 Coordinator

The image shows the front cover of a book. The background is a repeating pattern of small, concentric circles in shades of yellow, white, and brown. A white rectangular label is centered on the cover, containing the title in bold, black, sans-serif capital letters. The spine of the book is visible on the left side, showing a red textured material. There are blue triangular pieces in the top right and bottom right corners, possibly from a sticker or a piece of paper.

**FINANCE COMMITTEE
MINUTES BOOK**


FINANCE COMMITTEE**Minutes of the Meeting**


Meeting Date: September 30, 2018

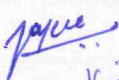
Meeting Time: 10:30 AM


Meeting Venue: Conference Room, Al-Azhar Dental College


Participants:


1. Dr. Sajil John 

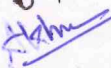
2. Dr. Sandeep Mathew 

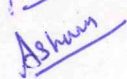
3. Dr. Joyce Thomas 

4. Dr. Vinni Mary Oommen 

5. Dr. Jayesh J Unnithan 

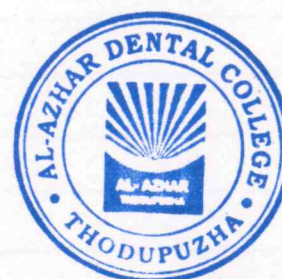
6. Mr. Jibumon C 

7. Mr. Akhil KN 

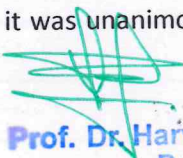
8. Ms. Ashwini 


Agenda:

1. Fund Allocation for College Union
2. Budget for Upcoming Convocation

**Proceedings:**

- The meeting was called to order by Dr. Sajil John at 10:30 AM. The participants introduced themselves and confirmed their attendance.
- Dr. Sajil John initiated the discussion on the allocation of funds for the College Union. The previous year's allocation and its utilization were reviewed. Dr. Joyce Thomas presented a detailed report on the activities and expenses of the College Union during the last academic year. After a thorough discussion, it was unanimously agreed upon to allocate a budget for the current academic year.


Prof. Dr. Harvey Thomas MDS
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 Coordinator

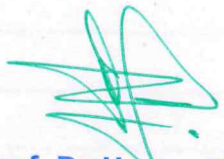
- Dr. Jayesh J Unnithan presented the agenda for the upcoming convocation and highlighted the estimated expenses for the event. After a detailed discussion, it was agreed to allocate a budget for the convocation.
- Dr. Joyce Thomas was assigned the responsibility of coordinating the College Union activities and ensuring proper utilization of the allocated funds.
- Dr. Jayesh J Unnithan was tasked with forming a convocation committee and overseeing the planning and execution of the event within the allocated budget.
- Mr. Jibumon C and Mr. Akhil KN were requested to provide their assistance and support to the respective coordinators.
- The meeting was adjourned at 11:45 AM. The next meeting was scheduled to be held on March 28th 2019, at 10.30 AM in the Conference Room.

Action Taken Report

- Financial report of the previous year was approved.
- Budget allocation for the upcoming year was finalized.




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Thodupuzha - 685 605


Coordinator

The image shows the front cover of a book. The cover is decorated with a repeating pattern of concentric circles in red, white, and blue. The top corners are cut off, revealing a solid blue material underneath. The title is printed in a bold, black, serif font, centered on a white rectangular background.

**HOSTEL COMMITTEE
MINUTES BOOK**

HOSTEL COMMITTEE MINUTES

The meeting was called to order at 11:30 am on July 6th, 2021.
The meeting was led by the Principal, Dr Afzal V. The other members present were;

Dr Amal EA

Dr Jayesh J Ummithan

Dr Surya Suprabhan

Mr Sirajudheen

Mrs Mini Chintoo

Mrs Ramla Ramla

Ms Roshna C Mathew

Mr Marzuban Shamis

Ms Gopika VS

Ms Devapriya PS

Ms Murshida Parveen

Mr Akshay PV

Agenda

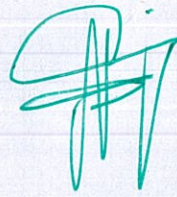
- 1) Inception of hostel committee and introduction of committee members to each other.
- 2) To discuss the role of hostel committee.

Dr Afzal V declared that the hostel committee was formally inaugurated. He briefly explained the role of the hostel committee to all the members.

This was followed by the self introduction of each member and high tea.

The next meeting was scheduled at 11:00 AM on 21st, October 2021.

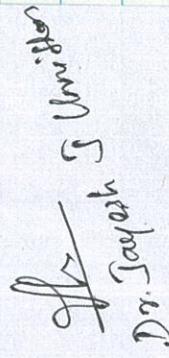
The meeting was adjourned at 01:30 PM.



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



Dr. Jayesh J Ummithan



HOSTEL COMMITTEE MINUTES

The meeting was called to order at 11:00 am on Oct 21st, 2021.
The meeting was led by the Principal, Dr Harvey Thomas. The other members present were;

Dr Amal EA

Dr Jayesh J Unnithan

Dr Surya Suprabhan

Mr Sirajudheen

Mrs Mini

Mrs Ramla

Ms Roshna C Mathew

Mr Marzuban Shamis

Ms Gopika VS

Ms Devapriya PS

Ms Murshida Parveen

Mr Akshay PV

AGENDA:

- 1) Formulating guidelines to define the role of hostel committee

Dr Harvey Thomas proposed that formal guidelines must be formulated to define the role of the hostel committee and this was seconded by Dr Amal EA.

Dr Jayesh J Unnithan and Dr Surya were entrusted with the duty of formulating the guidelines by the next meeting. The student members were asked valuable suggestions for the same.

The next meeting was scheduled at 10:00 AM on January 11th, 2022.

The meeting was adjourned at 12:30 PM.

ACTION TAKEN REPORT FOR PREVIOUS MEETING:

Guidelines of the hostel committee were formed.

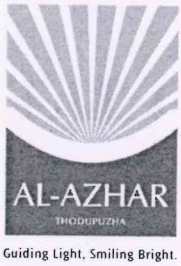
Prof. Dr. Harvey Thomas MDS
Principal
Al-Azhar Dental College
Thodupuzha - 685 605



Dr. Jayesh J Unnithan

The book cover features a repeating pattern of small red squares with white outlines, creating a grid effect. A solid green triangular corner is visible in the top right and bottom right. A white horizontal band is centered on the cover, containing the title text in black, bold, sans-serif font. The spine of the book is visible on the left edge, showing a red textured material.

**INSTITUTIONAL ETHICS COMMITTEE
MINUTES BOOK**



Off : 04862 224366
Fax: 04862 229586

AL-AZHAR DENTAL COLLEGE

(APPROVED BY DENTAL COUNCIL OF INDIA & AFFILIATED TO KUHS)

RUN BY NOORUL ISLAM TRUST

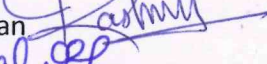
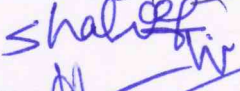


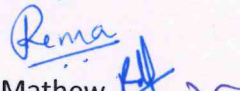

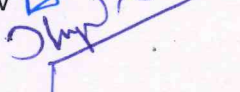


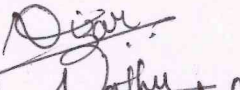
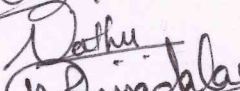
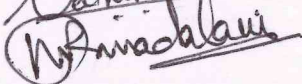
PERUMPILLICHIRA P. O., THODUPUZHA, IDUKKI DIST., KERALA- 685 605

14/06/2021

Minutes of The Institutional Ethics Committee

The First meeting of the academic year 2021- 2022 was conducted on 14/06/2021 at 10:00am in lecture hall 1, AADC.

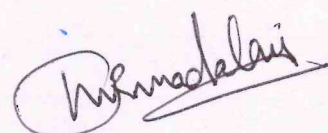
Members present:

1. Dr. Rashmi Ramachandran 
2. Dr. Sharada M.S 
3. Dr. Philips Abraham 
4. Dr. Shiny Joseph 
5. Dr. Rema J 
6. Dr. Renu Ann Mathew 
7. Adv. Thajudeen S.S 
8. Ms. Neethu John 
9. Prof. Somasekharan B Pillai 
10. Mr. Nizar Pazhari 
11. Ms. Neethumol K.S 
12. Dr. Naveen Kumar M 

Members absent: Nil

Agenda

- a) Welcoming new members
- b) Formation of a new email and whatsapp group among members



The main points discussed in the meeting were:

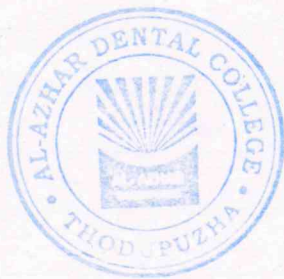
- Dr. Rema J, co-ordinator, presided the meeting and welcomed new members of the ethical committee
- Dr. Renu Ann Mathew addressed the gathering
- It has been decided to create a separate email id and whatsapp group among members for effective communication.
- Dr. Shiny Joseph mentioned that all research proposal should be sent to the new email, as well as a printed copy with covering letter should be submitted to Research committee and then sent for ethical clearance.
- In the meeting, decision was made to conduct the ethical committee meeting once in 6 months.

Meeting was concluded by vote of thanks delivered by Dr. Shiny Joseph

W. Madali

Action Taken:

- Guidelines, protocol and code of ethics of ethical committee were formulated.



V.A. Afzal

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

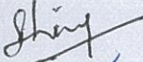
**INTERNAL COMPLAINTS
COMMITTEE MINUTES BOOK**


Internal complaints committee meeting minutes


Date 07-06-2018


The meeting of internal complaints committee was conducted on 07-06-2018 at LH1 at 11am.


The members present


Dr Shiny Joseph 

Dr Lakshmi Priya 

Dr Renu Ann Mathew 

Dr Anjana Mohan Kumara 

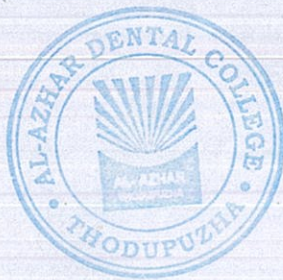
Naseera M H 

Adv r M Saneer 


Agenda

1. Reconstitution of the committee
2. Reformulation of guidelines

The internal complaints committee was reconstituted and Dr Shiny Joseph was nominated as the chairperson of the committee. The chairperson welcomed the members and gave her best wishes for the smooth functioning and carrying out the duties of the committee in an unbiased manner. A general discussion on the guidelines of the committee was done and the meeting was adjourned at 12.30pm



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



Dr. Shiny Joseph


Internal complaints committee meeting minutes


Date 08-11-2018


The meeting of internal complaints committee was conducted on 08-11-2018 at LH1 at 11am.

The members present

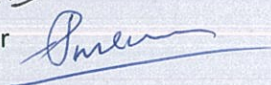
Dr Shiny Joseph 

Dr Lakshmi Priya 

Dr Renu Ann Mathew 

Dr Anjana Mohan Kumar 

Naseera M H 

Adv PM Saneer 

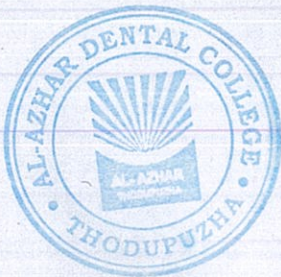
Agenda

1. Approval of the previous minutes of meeting.
2. Annual report compilation

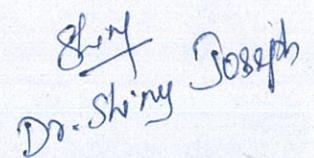
The meeting was called to order by the Chairperson Dr Shiny Joseph, at 11am at Lecture Hall 1. The minutes of the previous meeting was read and approved by the committee. The agenda was taken up for discussion. Dr Renu and Dr Anjana were requested to compile the annual report of the committee. It was noted that in the year 2018 no internal complaints were registered with the committee. The meeting was dispersed at 12.45pm after refreshments.

Action Taken Report of Previous meeting Report of Previous meeting

1. Guidelines of the committee was reformulated.



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


Dr. Shiny Joseph

**INTERNAL EXAM GRIEVANCE
CELL MINUTES BOOK**

Internal Exam Grievance Cell

Meeting Minutes

Date: 4.4.18

Time: 10 am

The meeting of the Internal Exam Grievance Committee was called to order on 4.4.18 at 10am at the Principals office, Al Azhar Dental College, Thodupuzha. The meeting was chaired by Principal Dr VA Afzal.

AGENDA:

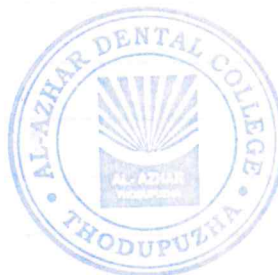
To reconstitute the committee members and to formulate the committee guidelines

The following members were nominated as committee members

1. Dr V.A Afzal - Principal
2. Dr. Shiny Joseph Chairperson
3. Dr. Vinni Mary Oommen
4. Dr Anjana Mohan Kumar
5. Dr Renu Ann Mathew

The Principal welcomed all the members heartily and asked everyone to work jointly for creating the guidelines for committee in an unbiased manner. Detailed discussions on the formulation of guidelines and filing of complaint were done and a basic outline was formulated. Chairperson asked the members to compile it and submit by the next meeting. The meeting was adjourned at 12.30pm after refreshments.

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



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

Shiny
Co-ordinator

Internal Exam Grievance Cell

Minutes of the meeting

Date: 11.10.2018

Time: 10 am

The meeting of the Internal Exam Grievance Committee was called to order on 11.10.2018 at 10am at the Principal's office, Al Azhar Dental College, Thodupuzha. The meeting was chaired by Principal Dr VA Afzal.

AGENDA:

Submission and approval of the guidelines of the committee

The meeting was attended by

1. Dr VA Afzal - Principal
2. Dr. Shiny Joseph - Chairperson
3. Dr. Vinni Mary Oommen
4. Dr Anjana Mohan Kumar
5. Dr Renu Ann Mathew

The minutes of the previous meeting was approved. Dr Shiny Joseph proposed the formal guidelines. Certain rectifications were proposed by Dr Anjana Mohan Kumar. The guidelines were finalized after necessary rectifications and handed over to the Principal. The meeting was adjourned at 12.00pm after refreshments.

ACTION TAKEN REPORT OF THE PREVIOUS MEETING:

1. Reconstitution of the committee
2. Guidelines were submitted for discussion



[Handwritten signature in green ink]

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

[Handwritten signature in green ink]

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

[Handwritten signature in black ink]
Coordinator

**LIBRARY COMMITTEE
MINUTES BOOK**

Minutes of the meeting - Library committee

03-05-2018

The meeting of the Library committee was conducted on 03-05-2018 at 10 am at the Principal's office.

Members present

1. Dr. V. A. Afzal: Chairperson
2. Dr. Sajil John: Coordinator
3. Dr. Shanila Abdul Majeed
4. Mr. Jestine Antony

AGENDA

- To formulate Guidelines for the committee.

The meeting of the Library committee was called to order on 03-05-2018 at 10 am at the Principal's office. It was presided by Principal Dr V. A. Afzal. The Principal welcomed all the members in the committee and gave his best wishes for the smooth functioning and carrying out of the duties.

The nominated members of the committee discussed about formulating guidelines. Suggestions were put forward by Dr Sajil John and all members agreed to the decisions taken in the meeting. It was also decided to conduct at least 2 meetings every year. The meeting adjourned at 11 am after tea.

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

Coordinator

Minutes of the meeting - Library committee

19-10-2018

The meeting of the library committee was conducted on 19-10-2018 at 11 am at the Principal's office.

Members present

- 1. Dr. V. A. Afzal: Chairperson
- 2. Dr. Sajil John: Coordinator
- 3. Dr. Shanila Abdul Majeed
- 4. Mr. Jestine Antony

Agenda

- To discuss concerns regarding shortage of books in the central library as well as the department library.

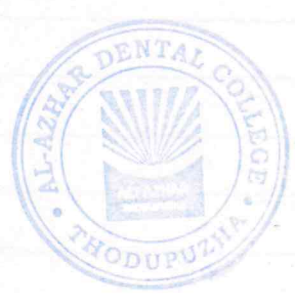
The meeting of the library committee was called to order on 19-10-2018 at 11 am at the Principal's office. It was presided by Principal Dr V. A. Afzal. It was decided to request department HODs to make a list of books required for the library before the list was sent for approval of the Principal. The meeting adjourned at 12:00 pm after tea and refreshments.

Action taken report of previous meeting

The guidelines were formulated, approved and handed over to the Principal.

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

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



Co-ordinator

**MAINTENANCE COMMITTEE
MINUTES BOOK**

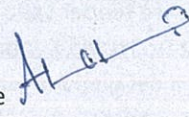
MINUTES OF MEETING

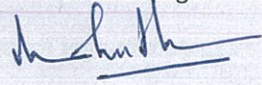
Date: 10-11-2018

Time: 10.am

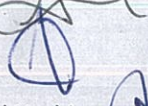
Venue: Lecture Hall 1, Al Azhar Dental College


Members Present:


Dr. V. A. Afzal - Principal of Al Azhar Dental College 


Dr. Nishin K John - Coordinator 

Dr. Amal E A 


Dr. Joe Manuel 

Mr. Muhammed Hashim 

Mr. Alexander George 

Mr. Abin Thomas 

Bibin Biju 

Mrs. Kumari Giji 

Agenda:

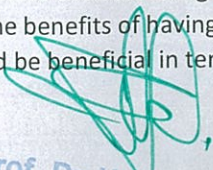
- 1) Buying of new dental chairs
- 2) Establishment of a data centre

Proceedings:

Dr. V. A. Afzal, the principal of Al Azhar Dental College, began the meeting by welcoming the members present. He initiated the discussion on the first agenda item, i.e., the buying of new dental chairs. Dr. Amal E.A presented the current situation regarding the availability and condition of the existing dental chairs. It was discussed that the current dental chairs are outdated and not functioning properly, leading to delays in dental procedures.

The members then discussed the budget allocated for buying new dental chairs. Dr. V. A. Afzal proposed that the college should invest in high-quality chairs, which may cost more initially but would have a longer life span and be cost-effective in the long run. The members agreed to this proposal and decided to finalize the specifications of the chairs and prepare a tender.

Moving on to the second agenda item, the establishment of a data centre, Dr. Amal E A, presented the benefits of having a data centre for the college. The members agreed that a data centre would be beneficial in terms of data security, storage, and management.


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

The members then discussed the location and budget for establishing the data centre. After a thorough discussion, it was decided to establish the data centre in the existing IT department of the college. The members also agreed to allocate a separate budget for the establishment and maintenance of the data centre.

Finally, Dr. V. A. Afzal, the principal of Al Azhar Dental College, summarized the decisions made during the meeting and thanked the members for their participation.

Action Items:

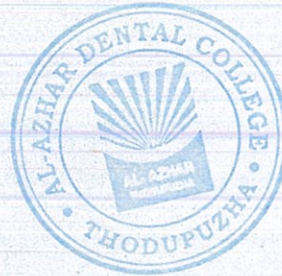
- Dr. Nishin K John to prepare tender specifications for buying new dental chairs.
- Dr. Joe Manuel to assist Dr. Nishin K John in finalizing the specifications.
- Dr. Amal E A to prepare a detailed report on the establishment of the data centre, including the budget and location.
- The administrative staff to allocate a separate budget for the establishment and maintenance of the data centre.

The meeting was adjourned at 11:00 am

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

DR NISHIN.K. JOHN

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



The book cover features a repeating grid pattern of red and white squares, with green lines forming a diamond shape at the intersections. A white rectangular box is centered at the top, containing the title text. The spine of the book is visible on the left side, and there are green triangular accents in the top-right and bottom-right corners.

**MENTORSHIP COMMITTEE
MINUTES BOOK**

Minutes of the meeting- Mentorship committee

Time: 10.am

Venue: Principals office

Date: 04-08-2021

Members present

1. Dr V A Afzal : Chairperson
2. Dr Amal E.A. : Adminstrative Officer
3. Dr Vinni Mary Oommen : Co-ordinator
4. Dr Binila S Babu : Co-ordinator
5. Dr Augustine Daniel
6. Dr Muhammed Afnan
7. Dr Sajil John
8. Dr Litto Manuel
9. Dr Nishin K John
10. Dr Abdul Saheer
11. Dr Rema J
12. Dr Renu Ann Mathew

Agenda

Discussion on mentorship committee guidelines.

Minutes of the meeting

The first meeting of the Mentorship committee was called to order on 04-08-2021 at 10 am at the Principal's office. It was presided by Principal Dr V A Afzal. The Principal welcomed all the nominated members in the committee and gave his best wishes for the smooth functioning and carrying out of the duties. Mentorship Committee Guidelines were discussed and suggested changes by Dr Abdul Saheer were finalized. The meeting adjourned at 11am after tea and refreshments.

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



Coordinator

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
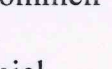

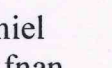
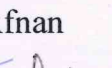
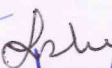




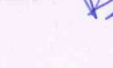
Minutes of the meeting- Mentorship committee

Time: 10.am

Venue: Principals office

Date: 08-11-2021

Members present

1. Dr Harvey Thomas  : Chairperson 
2. Dr Amal E.A.  : Administrative Officer
3. Dr Vinni Mary Oommen  : Co-ordinator 
4. Dr Binila S Babu  : Co-ordinator 
5. Dr Augustine Daniel 
6. Dr Muhammed Afnan 
7. Dr Sajil John 
8. Dr Litto Manuel 
9. Dr Nishin K John 
10. Dr Abdul Saheer 
11. Dr Rema J 
12. Dr Renu Ann Mathew 

Agenda

1. To discuss the concerns regarding the shortage of drinking water in girl's hostel in each floor
2. To discuss concerns regarding insufficient furniture in the study rooms in boy's and girls hostel


Minutes of the meeting

The second meeting of the year was called to order on 08-11-2021 at 10 am at the Principal's office. It was presided by Principal Dr Harvey Thomas.


It was decided to ask the hostel committee to make arrangements for making potable drinking water available in hostel rooms and to entrust the warden to make a list of furniture required for hostel rooms as well as study area.

Action taken from previous meeting

Guidelines were formulated, approved and handed over to the Chairperson by the Co-ordinator. The meeting adjourned at 12 :00pm


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




coordinator

The book cover features a repeating grid pattern of red and white squares, with green lines forming a diamond shape at the intersections. A solid green triangle is located in the top right corner. The title is printed in bold, black, sans-serif capital letters on a white rectangular background.

**MINORITY CELL
MINUTES BOOK**

Minority Cell

Minutes of the meeting

Date: 11-6-2018

Time: 11:00 am

Venue: Lecture Hall 1, AADC

Attendees of the meeting

Dr. Afzal V A

Dr. Aby Kuruvilla

Dr. Sonia P P

Dr. Noufal P K

Rasheela A A

Agenda

- 1) Dr. Afzal V A suggested reconstitution of the minority cell
- 2) Dr. Aby Kuruvilla insist on reevaluation of the guidelines for the minority cell

The meeting was called to order by the coordinator Dr. Aby Kuruvilla, at 11 am at lecture hall 1. The meeting was attended by all the committee members. The agenda for the day was taken up for discussion regarding reconstitution of minority cell. The present members agreed to reconstitute the minority committee with Dr. Noushin Faisal.

Dr. Aby Kuruvilla has insisted on reevaluation of the guidelines for the minority cell.

The meeting was adjourned at 12:30 pm after refreshments



Minority Cell
Minutes of the meeting

Date: 10-04-2019

Time: 10:00 am

Venue: Lecture Hall 1, AADC

Attendees of the meeting

Dr. Afzal V A

Dr. Aby Kuruvilla

Dr. Noushin Faisal

Rasheela A A

Agenda


1. To create awareness among students regarding the rights of minority community

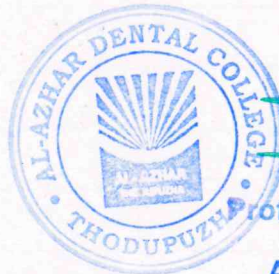
The meeting was called to order by the chairperson Dr. Afzal VA, at 10 am in lecture hall 1. The minutes of the previous meeting was read by the coordinator Dr. Aby Kuruvilla and was approved by other committee members. The agenda was taken up for discussion regarding creating awareness among minority students about their rights.

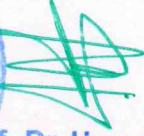
The meeting was adjourned at 12:00 pm after refreshments


Action Taken

1. Dr. Noushin Faisal were welcomed to the minority cell by the chairperson Dr. Afzal V A
2. No changes were made regarding the reevaluation of the guidelines for the minority cell


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


Coordinator

NRI CELL MINUTES BOOK

NRI CELL COMMITTEE MEETING MINUTES

Date – 20-07-2021 (Tuesday)

Time – 10am

Agenda – To nominate members and to formulate the guidelines for the committee

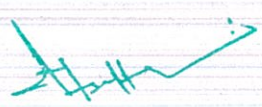
First meeting of the NRI cell committee was called to order on 20TH July 2021 at 10 am at the Principal's office, presided by the Principal, Dr. V. A. Afzal.

The following staff members were nominated as committee members: -

1. Dr. V. A. Afzal – Principal, Al Azhar dental college – Chairperson
2. Dr. Shanila Abdul Majid– Co Ordinator
3. Dr. Amal E. A- A O, Al Azhar dental college
4. Bilha Thomas (Intern- 2015 batch)
5. Sufna T Sally (2016 batch)
6. G Sreelekshmi (2017 batch)
7. Afiya T S (2018 batch)
8. Aswathy Harikumar Pillai (2019 batch)
9. Aleena Jameel (2020 batch)


The Principal welcomed all the members heartily and asked everyone to work jointly for the welfare of the college. The members then had a discussion for the formulation of the guidelines of the committee and it was decided that the guidelines be submitted by the coordinator in the next meeting.

The meeting was adjourned at 11.00am after refreshments.


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




Dr. Shanila Abdul Majid

NRI CELL COMMITTEE MEETING MINUTES


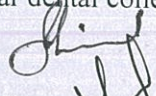



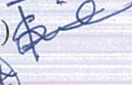



Date – 24-11-2021 (Wednesday)

Time – 10am

Agenda – Handing over the guidelines of the committee to the chairperson.

The meeting of the NRI cell committee meeting was called to order at the Principal's office on November 24th 2021 at 10.30am. The session was chaired by Dr. Harvey Thomas, Principal, Al Azhar Dental College.

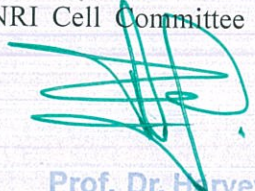
The committee members present: -

1. Dr. Harvey Thomas – Principal, Al Azhar dental college – Chairperson 
2. Dr. Shanila Abdul Majid– Co Ordinator 
3. Dr. Amal E. A- A O, Al Azhar dental college 
4. Bilha Thomas (Intern- 2015 batch) 
5. Sufna T Sally (2016 batch) 
6. G Sreelekshmi (2017 batch) 
7. Afiya T S (2018 batch) 
8. Aswathy Harikumar Pillai (2019 batch) 
9. Aleena Jameel (2020 batch) 

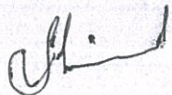
The minutes of the previous meeting, was proposed and seconded by Dr. Amal E A. The coordinator of the committee Dr. Shanila Abdul Majid outlined the guidelines and working of the committee to the members and officially handed over the same to the Chairperson, Dr. Harvey Thomas. Refreshments were served and the meeting adjourned at 11.15 am.

ACTION TAKEN REPORT OF PREVIOUS MEETING:

Committee members were selected and the guidelines of the NRI Cell Committee were finalized.


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



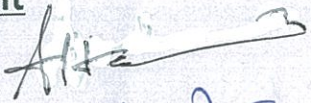

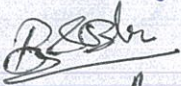
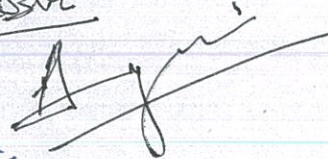


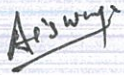


Dr. Shanila Abdul Majid

**OBC COMMITTEE MINUTES
BOOK**

OBC COMMITTEE
MINUTES OF MEETING

06.02.2018

Members present

1. Dr. Afzal V A 
2. Adv. Thajudeen. S.S 
3. Dr. Binila S Babu 
4. Dr. Anjum Baker 
5. Dr. Vishnu Thomas 
6. Simi Benny 
7. Aiswarya Sivaraman 
8. Arsal K 

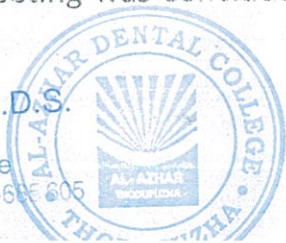
Agenda

1. Reformation of the committee
2. Evaluation of the protocol and guidelines
3. Assigning duties to the members

The first meeting of OBC committee for the year was held on 06.02.2018 in the conference room from 10:30 am to 11:30 am. Dr. Afzal V A (Principal, Al azhar Dental College) announced the team members of committee and warmly welcomed the members to the committee.

The key points of discussion of the meeting was the evaluation of protocol and guidelines for the committee. Dr. Binila S Babu was selected as the Coordinator. The meeting discussed about the functions and responsibilities of the committee. OBC committee was formed to deal with representations from OBC students and teaching and non-teaching staffs and render necessary help in solving their academic and administrative problems. Various duties were assigned to the members of the committee. The meeting was concluded at 11:30 am by vote of thanks delivered by Dr Anjum Baker.

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




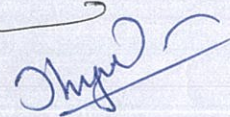
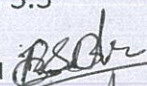



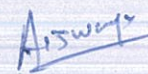
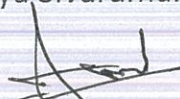
Prof. Dr. Harvey Thomas M
Principal
Al-Azhar Dental College
Thodupuzha -685 605



OBC COMMITTEE
MINUTES OF MEETING

11.09.2018

Members present

1. Dr. Afzal V A 
2. Adv. Thajudeen. S.S 
3. Dr. Binila S Babu 
4. Dr. Anjum Baker 
5. Dr. Vishnu Thomas 
6. Simi Benny 
7. Aiswarya Sivaraman 
8. Amal K 

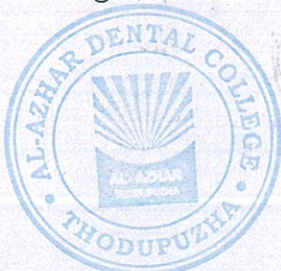
Agenda


1. Discussion on the prepared protocol and guidelines
2. Discussion on implementing reservation policy for students in the institution.
3. Maintenance of reservation register.


The second meeting of the committee was held on 11.09.2018 in conference hall from 10:30 am to 11:30 am. The committee discussed on implementing reservation policy for students in the institution. The committee members were insisted to collect data regarding the implementation of policies in respect of admissions, appointments, promotions to teaching and non-teaching positions in the institution to analyze the data that shows the trends and changes towards fulfilling the required quota. The meeting concluded by stating that the committee will provide special inputs in areas where the students experience difficulties. Vote of thanks was delivered by Dr Vishnu Thomas.

Action taken report of the previous meeting

Protocol and guidelines for the committee was made and implemented.




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


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



The book cover features a repeating pattern of red squares with white diagonal lines forming a grid. A white rectangular label is centered at the top, containing the title in bold black text. The top-right and bottom-right corners of the cover are cut off, revealing a solid green color underneath.

**PLACEMENT CELL
MINUTES BOOK**

PLACEMENT CELL
MINUTES OF THE MEETING

Date: 11/01/2018


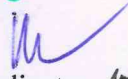


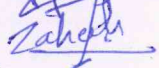

Time: 10.00am

Agenda

1. To nominate committee members and to formulate guidelines for the committee
2. To discuss about the formation of Al-Azhar Academy for MDS Coaching & Career Guidance (AAMC).

First meeting of the Placement cell was called to order on 11th January 2018 at 10.00 am in the conference room. The meeting was chaired by Dr. V. A. Afzal, Principal, Al-Azhar Dental College.


The following staff members were nominated as committee members:-


- 1) Dr V A Afzal – Principal 
- 2) Dr Lakshmipriya - Co-ordinator 
- 3) Dr Joyce Thomas– Assistant co-ordinator 
- 4) Dr Moushmi C B -Member 
- 5) Dr Abdul Saheer- Member 
- 6) Simi Benny – Office clerk 

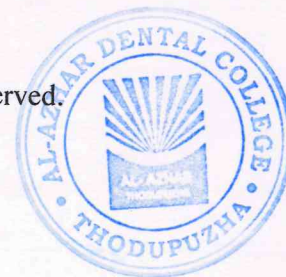
The Principal welcomed all the members heartily and asked everyone to work jointly for the smooth functioning of the committee. Then the members had a discussion for the formulation of the guidelines for the committee and it was decided that the guidelines to be submitted by the coordinator at the earliest.

The members also had a discussion about the formation of Al Azhar Academy for MDS Coaching & Career Guidance (AAMC). They proposed date for launching of AAMC and Principal was informed about the proposed date.

The meeting was adjourned at 12.00pm after which refreshments were served.


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


Prof. Dr. Harvey Thomas M.D.S.
Principal
Al-Azhar Dental College
Thodupuzha - 685 605



PLACEMENT CELL
MINUTES OF THE MEETING

Date: 18 /06/18


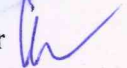




Time: 10.00am

Agenda

1. To make a plan for arranging crash courses for the students preparing for MDS NEET exams
2. To discuss about orientation programmes to be conducted under AAMC.

The meeting of the Placement cell was called to order on 18th June 2018 at 10.00am in the conference room, presided by Dr. V A Afzal, Principal, Al-Azhar Dental College.

The committee members present:

- 1) Dr V A Afzal – Principal 
- 2) Dr Lakshmi Priya - Co-ordinator 
- 3) Dr Joyce Thomas – Assistant co-ordinator 
- 4) Dr Moushmi C B -Member 
- 5) Dr Abdul Saheer- Member 
- 6) Simi Benny – Office clerk 

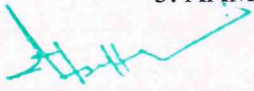
The Principal welcomed all the members heartily. Then members made a plan to arrange crash courses for the students preparing for MDS NEET exams under AAMC. The members had a discussion and prepared a schedule for the crash courses. Faculties from all speciality branches were assigned for each subject. It was submitted to the chairperson.



The members also had a discussion to conduct orientation programmes for interns to crack NEET exams.

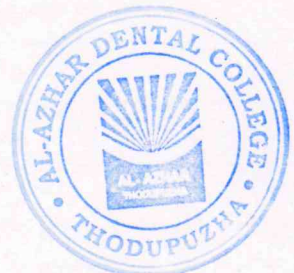
The meeting was adjourned at 12.00pm. Refreshments were served after the meeting.

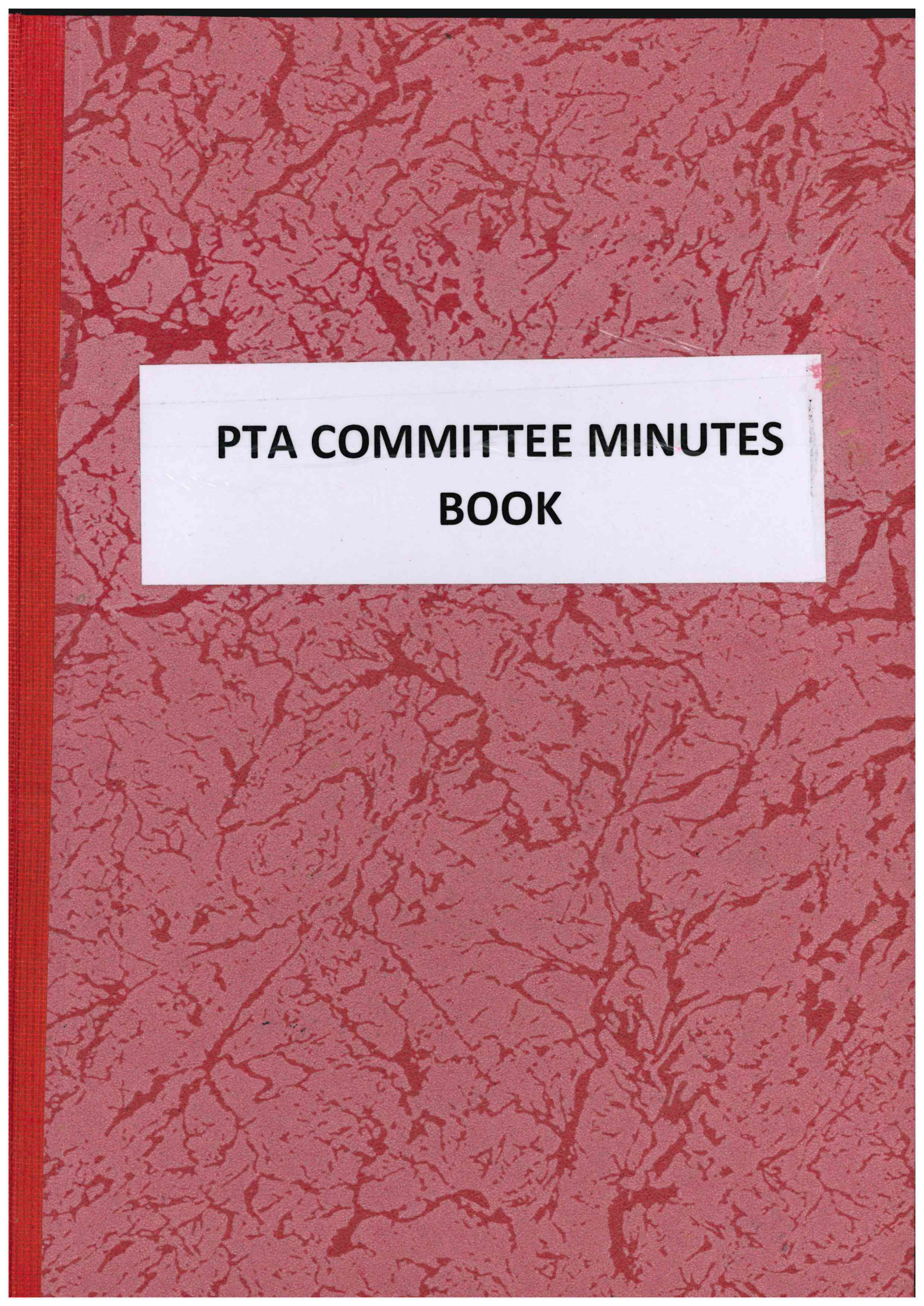
Actions taken

1. Committee members were nominated
2. Guidelines for the committee were finalized by the chairperson
3. AAMC was launched on 19/03/18


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 



The image shows the front cover of a book. The cover is decorated with a red marbled paper pattern, featuring intricate, vein-like designs in various shades of red and pink. A white rectangular label is affixed to the center of the cover, containing the title in bold, black, sans-serif capital letters. The spine of the book is visible on the left side, showing a textured red fabric binding.

**PTA COMMITTEE MINUTES
BOOK**

06-03-2018

Minutes of PTA meeting 2018

The executive committee PTA meeting was held on 06-03-2018 at 11am in Principal's office.

Members attended

1. Dr V A Afzal (Principal, Al Azhar Dental College)
2. Dr Jacob Varghese (Vice Principal, Al Azhar Dental College)
3. Dr. Arun Thomas Alappat (Administrative Officer, Al Azhar Dental College)
4. All department HODs
5. Hostel warden
6. Parent representatives – Dr Mancj KV
K S Yathees
R Radhakrishnan Nair
Rajesh B
T S Samshudeeh
Jayakumar C

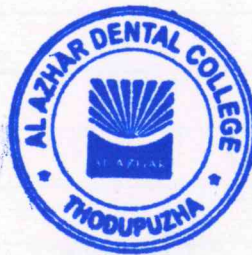
Agenda

1. Hostel food taste and quality especially the dinner.
2. Poor cleanliness of toilets in hostel.
3. No enough food available after 2:00pm when the students reach.

The meeting was called to order by the Principal Dr V A Afzal who warmly welcomed all the members present for the meeting. He then took up the agenda of the meeting, which was the quality and taste of mess food especially the dinner. The Principal mentioned that hostel food gets tasteless to anyone after a month or so. But he also assured the parents that it was the same food that the management and AO have during lunch hour and they haven't complained. For that Mr Radhakrishnan Nair commented that lunch menu is good it's the dinner menu that the students have a problem with. Dr Afzal then asked the hostel warden about the details related to this complaint and she said that rice is served for dinner and most students have an issue with that. Principal then suggested to try change the menu to chapatti which most of the parents agreed. Some even said to keep both since some would prefer rice. All agreed on the suggestion. Poor cleanliness was brought into notice by the parents during the meeting and necessary arrangements were decided to be provided in terms of may be by increasing the house keeping staffs. About the availability of food special concern would be taken and direct supervision will be initiated.

This was followed by a general discussion on the welfare of the students. The meeting ended by 12.30 pm after refreshments.

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





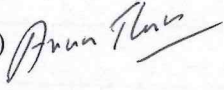



Prof. Dr. Harvey Thomas MDS
Principal
Al-Azhar Dental College
Thodupuzha-685 605



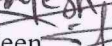


08-11-2018

Minutes of PTA meeting 2018

The executive committee PTA meeting for the year 2018 was held on 08-11-2018 at 11 am in Principal's office.

Members attended

1. Dr V A Afzal (Principal, Al Azhar Dental College) 
2. Dr Jacob Varghese (Vice Principal, Al Azhar Dental College) 
3. Dr. Arun Thomas Alappat (Administrative Officer, Al Azhar Dental College) 
4. All department HODs 
5. Hostel warden 
6. Parent representatives – Dr Manoj KV 

- K S Yathees 
R Radhakrishnan Nair 
Rajesh B 
T S Samshudeen 
Jayakumar C 

Agenda of the meeting


1. To improve the overall performance of the students in University exams
2. To encourage students to get ranks in the coming University examination

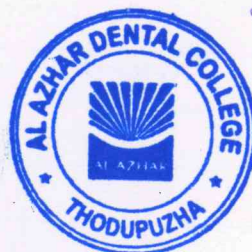
The meeting was called to order by the Principal Dr V A Afzal who warmly welcomed all present for the meeting. The minutes of the previous meeting was read and approved. Dr Afzal informed the parent representatives that the institution has put forth a few programmes for helping students to cope up with the curriculum and that weak students are being assessed and are given extra coaching and library time, to improve and clear the university exams and also high achievers are also being motivated to do better and get university ranks. He also said that during convocation ceremony the individual year toppers as well as subject toppers will be awarded which will be a motivation for all students to work harder. All the parent representatives welcomed the suggestion.

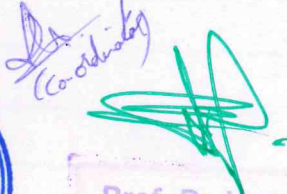
Refreshments were provided and the meeting came to a close by 1pm with a vote of thanks by the vice Principal.

Action taken

1. Roti/ chapatti was included in the menu for dinner in hostel
2. Number of housekeeping staffs were increased in the hostel
3. Wardens were asked to look into the lack of food availability for BDS students.


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




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

**RESEARCH COMMITTEE
MINUTES BOOK**

Minutes of the meeting




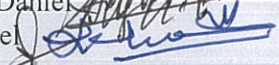


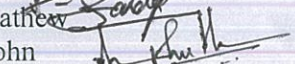
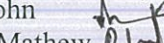
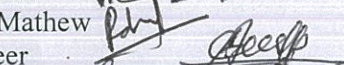

Research committee

Date: 8.4.21

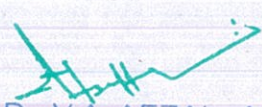
The first meeting was called to order at 10:15 am on April 8th, 2021. The meeting was chaired by the Principal, Dr. Afzal V A.

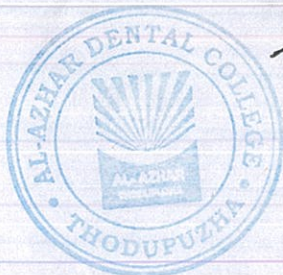
Agenda

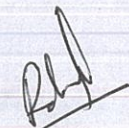
To nominate the research committee members and to formulate the guidelines. The following members were nominated and seconded by Dr Mohammed Afnan.


- Dr. Amal E A 
- Dr. Rema J 
- Dr. Augustine Daniel 
- Dr. Litto Manuel 
- Dr. Sajil John 
- Dr. Sandeep Mathew 
- Dr. Nishin K John 
- Dr. Renu Ann Mathew 
- Dr. Abdul Zaheer 
- Dr. Jayesh J Unnithan 

The Principal welcomed all the nominated members and gave his best wishes for the smooth functioning of the committee. He instructed to formulate the guidelines and asked everyone to do the assigned duties in an unbiased manner. The meeting was adjourned at 11:30 AM after refreshments.


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




Dr Renu Ann Mathew
(Co-ordinator)


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

Research Committee

Minutes of the meeting

Date: 22.11.21

Members present:

Dr Amal EA 

Dr Rema J 

Dr Augustine Daniel 

Dr Jayesh J Unnithan 

Dr Sajil John 

Dr Litto Manual 

Dr Renu Ann Mathew 

Members absent

Dr Nishin K John

Dr Sandeep Mathew

Agenda

1. Scrutinize the guidelines submitted by the faculties.
2. Make necessary rectifications (if any)

The second meeting was called to order on 22.11.21 at 10 am at the Principals office. It was presided by Principal Dr Harvey Thomas. Dr Jayesh J Unnithan proposed the formal guidelines of the research committee. Certain rectifications were proposed by Dr Augustine Daniel and Dr Litto Manual. The Guidelines were finalized after necessary rectifications and handed over to the Principal.

Action taken after the meeting:

Research committee members were nominated

The meeting was adjourned at 11:30 AM after tea and refreshments.




Coordinator



Prof. Dr. Harvey Thomas MDS

Principal
Al-Azhar Dental College
Thodupuzha - 685 605

**SC-ST CELL
MINUTES BOOK**

SC-ST CELL

MINUTES OF MEETING


Date: 18.06.2018

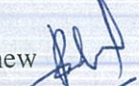
The first meeting was called to order at 10:15 am on 18th January 2018. The meeting was chaired by the principal Dr Afzal V.A.

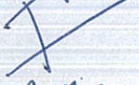
AGENDA


To reconstitute the SC -ST committee student and staff members and to reformulate the committee policies.

Staff members:

Dr Afzal V A 


Dr Renu Ann Mathew 


Dr Tinu George 

Dr Joyce Thomas 

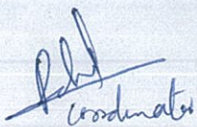
Dr Rinas P M 

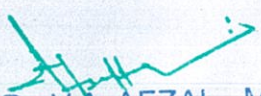
Student members:

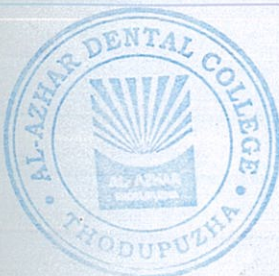
Aryamol M S 

Arunima M D 

The Principal welcomed all the nominated members and gave his best wishes for the smooth functioning of the committee. He instructed to reformulate the guidelines and asked everyone to do the assigned duties in an unbiased manner. The meeting was adjourned at 11:30 AM after refreshments.


Coordinator


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

SC-ST CELL
MINUTES OF MEETING

Date: 18.09.2018

Members present

Staff members:

Dr Afzal V A

Dr Renu Ann Mathew

Dr Tinu George

Dr Joyce Thomas

D: Rinas P M

Student members:

Aryamol M S

Arunima M D

Agenda

1. Scrutinize the policies submitted by the faculties.
2. Make necessary rectifications (if any)

The meeting was called to order on 18.09.2018 at 10 am at the Principals office. It was presided by Principal Dr Afzal V A. Dr Renu Ann Mathew proposed the formal policies of the SC- ST cell. Certain rectifications were proposed by Dr Joyce Thomas and Dr Tinu George. The policies were finalized after necessary rectifications and handed over to the Principal. The meeting was adjourned at 11:30 AM after tea and refreshments.

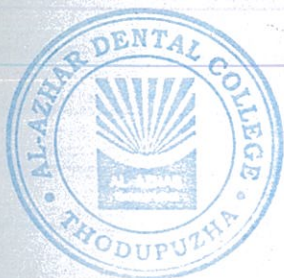
Action taken report of the previous meeting:

New SC-ST committee members were nominated.


Coordinator



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



**STUDENTS GRIEVANCE
REDRESSAL COMMITTEE
MINUTES BOOK**







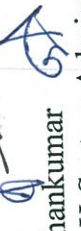
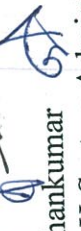


Minutes of the meeting

Grievance Committee

Date: 18-08-2018

The first meeting of the grievance committee was called to order on 18-08-2018 at 10 am at the Principal's office, Al Azhar Dental college, Thodupuzha. The meeting was chaired by principal Dr V.A Afzal






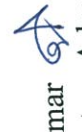


Members present:

1. Dr V.A Afzal: Chairperson 
2. Dr Amal E.A.: Co-ordinator 
3. Dr Sajil John 
4. Dr Augustine Daniel 
5. Dr litto Manuel 
6. Dr Muhammed Afnan 
7. Dr Joe Manuel 
8. Dr Anjana Mohankumar 
9. Ms Naseera M.H-System Administrator 
10. Ms Rasheela A.A-Office Clerk 

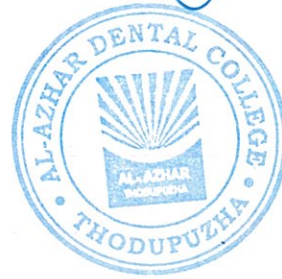
Agenda:

To nominate members and to formulate guidelines.

The following members were nominated as Committee members and was seconded by Dr Litto Manuel

1. Dr V.A Afzal: Chairperson 
2. Dr Amal E.A.: Co-ordinator 
3. Dr Muhammed Afnan 
4. Dr Sajil John 
5. Dr Joe Manuel 
6. Dr Anjana Mohankumar 
7. Ms Naseera M.H-System Administrator 
8. Ms Rasheela A.A-Office Clerk 

The Principal welcomed all the nominated members in the committee and gave his best wishes for the smooth functioning and carrying out of the duties. He asked everyone to work within the committee in an unbiased manner. Guidelines were formulated, approved and handed over to the Chairperson by the Co-ordinator. The meeting was adjourned at 12:00 pm after tea and refreshments.





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

Minutes of the meeting

Grievance Committee

Date: 21.12.2018

Members present.

1. Dr V.A Afzal : Chairperson
2. Dr Amal E.A. : Co-ordinator
3. Dr Sajil John
4. Dr Muhammed Afnan
5. Dr Joe Manuel
6. Ms Naseera M.H-System Administrator
7. Ms Rasheela A.A-Office Clerk
8. Dr Anjana Mohankumar

Agenda

1. Concerns regarding the unavailability of drinking water for patients in various department OPDs were put forward.
2. Lack of furniture in girls hostel study rooms (chairs and tables)


The second meeting of the grievance committee was called to order on 21-12-2018 at 10 am at the principal's office. It was presided by Principal Dr V.A.Afzal. Agenda were taken up for discussion. Concerns regarding the unavailability of drinking water for patients in various department OPDs were put forward by Dr Muhammed Afnan. The committee had a discussion on complaints received from the students regarding the lack of furniture in girls hostel study rooms (chairs and tables)

Action taken report of the previous meeting:

1. Members of the grievance committee was nominated
2. Guidelines of the committee was formed

The meeting was adjourned at 12:00 pm after tea and refreshments.




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

**WEBSITE COMMITTEE
MINUTES BOOK**

MINUTES OF MEETING

WEBSITE COMMITTEE

MEMBERS PRESENT

1. Prof Dr.Harvey Thomas
2. Dr. Amal E.A
3. Dr. Binila .S.Babu (Coordinator)
4. Dr. Sharon Vincent
5. Dr. Elizabeth Sojan
6. Dr. Surya Suprabhan
7. Dr. Ajay Soman
8. Dr. Io/in Cherian
9. Mrs.Greeshma Kuriakose (IT Representative)

MEMBERS ABSENT

Nil

The website committee was constituted on 26-07-2022. The first meeting was held on 3-08-2022 at 10.30am in the boardroom. The meeting was attended and chaired by Prof Dr. Harvey Thomas, Principal Al Azhar dental college Thodupuzha.

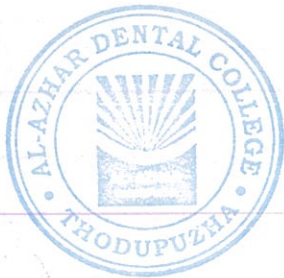
AGENDA


Discussion on new website development.

- 1.The committee decided to create a detailed plan on website requirements.
- 2.The committee decided to invite quotation from various website developers
- 3.The committee decided to inform all departments to submit their websiterequirements.

The meeting was concluded by vote of thanks delivered by Dr. Elizabeth Sojan.


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




Dr. Binila S Babu

Date:02-09-2022

MINUTES OF MEETING

WEBSITE COMMITTEE

MEMBERS PRESENT

1. Prof Dr. Harvey Thomas
2. Dr. Amal E.A
3. Dr. Binila .S.Babu
4. Dr. Sharon Vincent
5. Dr. Elizabeth Sojan
6. Dr. Surya Suprabhan
7. Dr. Ajay Soman

MEMBERS ABSENT

1. Dr. Jovin Cherian
2. Mrs.Greeshma Kuriakose (IT Representative)

The website committee meeting was held on 2-09-2022 at 11:00 am in the boardroom. The meeting was chaired by Prof Dr. Harvey Thomas, Principal Al Azhar dentalcollege Thodupuzha.

AGENDA


To scrutinize profiles of website developers

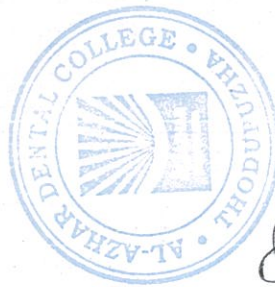
1. The committee scrutinized various quotations and profiles of applications received from website developers
2. The various requirements collected from all departments were analyzed and a final homepage draft was designed by the committee.


ACTION TAKEN REPORT OF THE PREVIOUS MEETING

It was decided to consult Dr. Somasekharan Pillai, Academic dean, Al Azhar group of institutions before deciding on the website development team. The committee decided to hold a meeting with the website developers, once finalized.

The meeting was concluded by vote of thanks delivered by Dr. Sharon Vincent.


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




Dr. Binila S Babu

The background of the image is a red marbled paper with a complex, organic pattern of dark red and brown veins. A white rectangular box is centered on the page, containing the title text.

**WOMEN'S CELL
MINUTES BOOK**

MINUTES OF MEETING OF THE WOMENS CELL

9.8.18

The meeting of Women cell was conducted on 9.08.18 at 10:30 am in lecture hall 1. The meeting started with a silent prayer.

Members present

Dr. Binila S Babu *BSB*

Dr. Anjana Mohankumar

Dr. Vinni Mary Oommen *V.M.O.*

Dr. Rema J *Rema*

Mrs. Rasheela A.A *Rasheela*

Agenda

1. Approval of previous meeting minutes
2. To celebrate Gender Equality Day on 25.8.18
3. To celebrate International day of Girl Child on 11.10,18

The meeting was called to order on 9.8.18 at 10.30 am in Lecture Hall 1. Dr. Binila S Babu, Chairperson of women cell welcomed all members and gave her best wishes for the smooth functioning and carrying out of the duties. The minutes of the previous meeting was read and approved by the committee. Agenda were taken up for discussion. It was decided that Gender Equality Day would be celebrated on 25.8.18 and to organize a seminar on the topic "Gender Equality" for all the faculty and students of the institution. In the meeting it was decided to celebrate International day of Girl Child on 11.10,18 and to organise essay competition for all the students of the institution. The meeting was adjourned at 11:45am

Actions taken report of the previous meeting

- Guidelines for the functioning of the women's cell were revised.



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

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

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Dr. Shiny Joseph

MINUTES OF MEETING OF THE WOMENS CELL

18.12.18

The meeting of Women cell was conducted on 18.12.18 at 10:30 am in lecture hall 1. The meeting started with a silent prayer.

Members present

Dr. Binila S Babu *BSB*

Dr. Anjana Mohankumar *AM*

Dr. Vinni Mary Oommen *VM*

Dr. Rema J *Rema*

Mrs. Rasheela A.A *Rasheela*

Agenda

1. Approval of previous meeting minutes
2. To celebrate National Girl child day on 24.1.19

The meeting was called to order on 18.12.18 at 10.30 am in Lecture Hall 1. It was presided by Dr. Binila S Babu, Chairperson of women cell. The minutes of the previous meeting was read and approved by the committee. Agenda were taken up for discussion. It was decided that National Girl child day would be celebrated on 24.1.19 and to organize a seminar on the topic "Empowering girls, Empowering Nations" by Dr Lakshmi Priya MDS (Dept of Oral Pathology) AADC. The meeting was adjourned at 11:45am

Actions taken report of the previous meeting

1. Gender Equality Day was celebrated on 25.8.18
2. International Day of Girl child was celebrated on 11.10.18

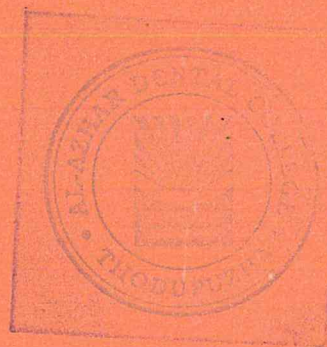


Prof. Dr. Harvey Thomas MDS
Principal
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Thodupuzha - 685 605

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

Dr. Shiny Joseph

**INTERNAL QUALITY ASSURANCE CELL
MINUTES BOOK**



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

INTERNAL
QUALITY
ASSURANCE
CELL



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

4

Internal Quality Assurance Cell

MINUTES OF THE MEETING

DATE : 31st March 2021

TIME : 10:00 AM

LOCATION : Seminar Hall, Department of Orthodontics

MEMBERS PRESENT

Adv. K M MIJAS
Dr. AFZAL V A (PRINCIPAL)
Dr. LITIO MANUEL (COORDINATOR)
Dr. SHINY JOSEPH
Dr. AMAL E A
Dr. SAJIL JOHN
Dr. AUGUSTINE DANIEL
Dr. JAYESH J UNNITHAN
Dr. MUHAMMED AFNAN
Dr. RENU ANN MATHEN
Dr. NISHIN K JOHN
Dr. SANDEEP MATHEN
Dr. ABDUL ZAHER
Dr. SHARON VINCENT
Dr. MARTIN EMMANUEL
Mrs. LAIKA KAREEM
Mr. MARZUBAN SHAMIS
Mr. A M ABDUL RAHIM



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

INTERNAL QUALITY ASSURANCE CELL

Minutes of Meeting

- Date: 31st March 2021
- Time: 10:00 AM
- Location: Seminar Hall, Department of Orthodontics

Members Present:

- Adv. K. M. Mijas
- Dr. Afzal V A (Principal)
- Dr. Litto Manual (Coordinator)
- Dr. Shiny Joseph
- Dr. Amal E.A
- Dr. Sajil John
- Dr. Augustine Daniel
- Dr. Jayesh J. Unnithan
- Dr. Muhammed Afnan
- Dr. Renu Ann Mathew
- Dr. Nishin K. John
- Dr. Sandeep Mathew
- Dr. Abdul Zaheer
- Dr. Sharon Vincent
- Dr. Martin Emmanuel
- Mrs. Laila Kareem
- Mr. Marzuban Shamis
- Mr. A. M. Abdul Rahim

Agenda:

- Formation of guidelines for IQAC.
- Define institutional vision and mission.
- To streamline existing committees and add new subcommittees.
- Constitution of members for various subcommittees.
- Review of statutory and non-statutory committees.
- To schedule periodic meetings of IQAC.
- Proposal for self-appraisal system for faculty.



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

- Steps to improve academic performance and remedial measures.
- Any other matter with the permission of the chair.

Details of the meeting

The meeting commenced with Prof. Dr. Afzal V A, the Principal, welcoming the IQAC members. Dr. Litto Manual addressed the members, emphasizing the role of IQAC in enhancing the institution's overall quality. Parameters to achieve academic and non-academic goals, fostering a student-centric teaching-learning environment with the aid of ICT-enabled tools, and maintaining a high-quality education atmosphere were discussed. Dr. Muhammed Afnan and Dr. Sajil highlighted strategies to enhance the quality of dental care across all departments.

The members decided to define the institution's vision and mission statements and align all IQAC activities with these statements to ensure a consistent approach. Comprehensive guidelines to ensure the effective functioning of IQAC were proposed. It was decided to hold quarterly IQAC meetings and conduct timely quality audits to ensure consistent progress.

Existing committees were reviewed, and new subcommittees were added to improve quality. Each committee's roles and responsibilities were defined. The IQAC coordinator stressed on the importance of prompt induction of new sub committees. Periodic meetings with documentation were advised, overseen by the respective convenors or coordinators.

Dr. Litto Manual and Dr. Shiny Joseph were assigned the task of selecting the criteria heads and members for completion of documentation as per the NAAC manual.

Revised guidelines for conducting academic programs, including CDEs, value-added courses, and workshops, were assigned to respective committees and departments.

The introduction of mid-course improvement exams and remedial teaching support was proposed. Policies for identifying slow and advanced learners were revamped.

A proposal for a faculty self-appraisal system was put forth by the Principal Dr. Afzal V A. The proposal was forwarded to the management for approval.

The committee planned to celebrate Environment Day and International Day of Yoga.



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

Coordinator
IQAC
Al Azhar Dental College
Thodupuzha

INTERNAL QUALITY ASSURANCE CELL

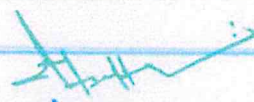
Minutes of Meeting

DATE : 15th June 2021

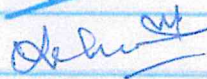
TIME : 10.00 AM

VENUE : Seminar Hall, Department of Orthodontics.


MEMBERS PRESENT :


Dr. Abal V.A (Principal) 

Adv. K.M Mijas 

Dr. Litto Manuel (Coordinator) 


Dr. Shiny Joseph 

Dr. Amal E.A. 

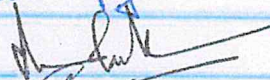
Dr. Sajil John 

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Dr. Muhammed Afnan 

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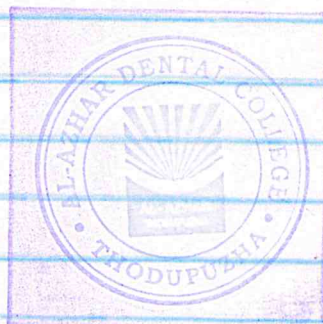
Dr. Sharon Vincent 

Dr. Martin Emmanuel 

Mrs. Laila Kaseem 

Ms. Maszaban Shams 

Mr. A.M. Abdul Rahim 



Prof. Dr. Harvey Thomas MDS
Principal
Al-Azhar Dental College
Thodupuzha-085 605