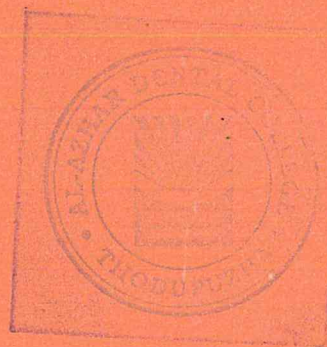


**INTERNAL QUALITY ASSURANCE CELL
MINUTES BOOK**



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.



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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.



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Coordinator
IQAC
Al Azhar Dental College
Thodupuzha

INTERNAL QUALITY ASSURANCE CELL

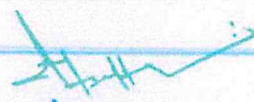
Minutes of Meeting


DATE : 15th June 2021

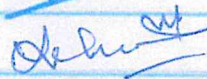
TIME : 10.00 AM

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. 

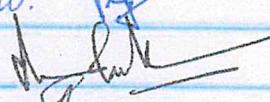
Dr. Sajil John 

Dr. Augustine Daniel 

Dr. Jayesh J. Unnikrishnan 


Dr. Muhammed Afnan 

Dr. Remu Ann Mathew 

Dr. Nishin K. John 

Dr. Sandeep Mathew 

Dr. Abdul Zaheer 

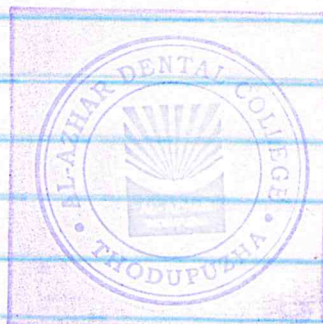
Dr. Sharon Vincent 

Dr. Marius Emmanuel 

Mrs. Laila Kaseem 

Ms. Maszuban Shams 

Mr. A.M. Abdul Rahim 



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

INTERNAL QUALITY ASSURANCE-CELL

Minutes of Meeting

Date: 15th June 2021

Time: 10.00 A.M.

Venue: Seminar Hall, Department of Orthodontics


Members Present:

- Dr. Afzal V A (Principal)
- Adv. K. M. Mijas
- 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:

1. Discussion of IQAC Guidelines
2. Setting up of IQAC Room
3. Discussion of vision and mission statements
4. NAAC Orientation Program for Faculty
5. Website development
6. SWOC analysis




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7. Review of existing student clubs
8. Introduction of Mentor-Mentee Program
9. Conducting Value-Added Courses, CDE Programs, and Classes for Dental Assistants
10. Any Other Matter with Permission of the Chair

Details of the meeting:

The meeting was convened in the seminar hall of the Department of Orthodontics at 10:00 am. Prof. Dr. Afzal V A, the Principal, welcomed all IQAC members present.

Dr. Litto Manual, the IQAC coordinator, began the meeting by presenting the IQAC guidelines for the proper functioning of IQAC. The guidelines were unanimously approved by all members.

Dr. Shiny Joseph proposed the establishment of a dedicated IQAC room equipped with computers and internet facility to facilitate the preparation and storage of documents for SSR. This suggestion received positive feedback from the members.

Institutional vision and mission statements were approved by all the members, and it was decided to display these statements in all departments and prominent areas in the institution. Each department was assigned the task to define their departmental vision and mission statements and objectives in line with the institutional vision and mission.

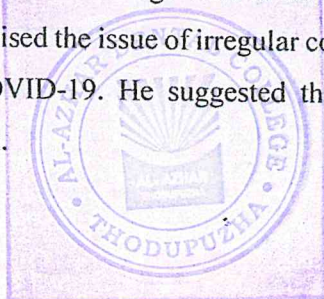
It was decided to develop and update the institution's website to provide accurate and up-to-date information about the various programs, achievements, and quality assurance efforts in the college.

All the departments were asked to conduct a SWOC analysis that would help identify the internal strengths and weaknesses as well as external opportunities and challenges. A timeline for submission was forwarded to the department heads to be compiled and analysed by IQAC. Additionally, Dr. Litto Manual recommended a NAAC orientation program for all faculty members to familiarize them with NAAC processes. It was emphasized that the criteria heads and members should thoroughly review the NAAC manual available on the NAAC website.

Dr. Shiny Joseph suggested implementing a mentor-mentee program to allow students to discuss their academic and personal difficulties freely.

Existing student clubs in the college were reviewed and new clubs were added.

Dr. Nishin K . John raised the issue of irregular conduct of Continuing Dental Education (CDE) programs due to COVID-19. He suggested that each department should organize a CDE program every month.



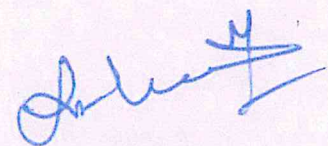

Prof. Dr. Afzal V A Thomas MDS
Principal
Al-Azhar Dental College
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The decision was made to conduct seminar for staff, students and dental assistants and organise various CDE programs and value-added courses, including topics such as tobacco cessation, infection control and waste management.

The proposal for implementing ICT-enabled facilities in lecture halls, seminar halls, demonstration rooms, and clinical labs was discussed.

Actions Taken Report of Previous Meeting:

1. IQAC guidelines were discussed and approved.
2. Institutional vision and mission statements were stated.
3. Existing committees were reconstituted, and new committees were formed.
4. Regular meetings of both statutory and non-statutory committees were reinforced.
5. Criteria for identifying slow and fast learners were approved, and remedial measures were implemented.
6. A faculty self-appraisal system was introduced by the management.
7. Environmental Day (05-06-2021) and International Day of Yoga (21-06-2021) were celebrated.
8. Program on "Medicolegal issues in Dentistry" was conducted on 10-06-2021.



Coordinator
IQAC
Al Azhar Dental College
Thodupuzha



Prof. Dr. Harvey Thomas MDS
Principal
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INTERNAL QUALITY ASSURANCE CELL

Minutes of Meeting

Date: 22-10-2021

Time: 10.00 AM


Venue: IQAC Room


Members present:

Dr. Harvey Thomas (Principal) 

Dr. Lillo Manuel (Coordinator) 

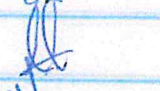
Dr. Shiny Joseph 

Dr. Anil 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 Zaher 

Dr. Sharon Vincent 

Dr. Martin Emmanuel 

Mrs. Laila Kareem 

Mr. Marzuban Shamis (Dentist) 

Mr. A.M Abdul Rahim 



Prof. Dr. Harvey Thomas MDS

Principal

Al-Azhar Dental College

Thodupuzha-686 005

INTERNAL QUALITY ASSURANCE CELL

Minutes of Meeting

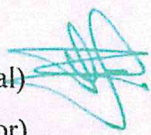
Date: 22-10-2021

Time: 10.00 A.M.

Venue: IQAC Room

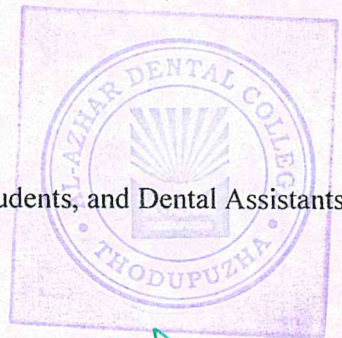
Members Present:

- Dr. Harvey Thomas (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:

- NAAC-SSR Preparation Workshop for Faculty
- To conduct Value-Added Courses, Seminars for Staff, Students, and Dental Assistants
- Analysis of SWOC collected from departments.
- Proposal to collect feedback from various stakeholders
- Faculty and Professional Development Programs
- Proposal to Create an Incubation Centre for Research



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- To conduct a Basic Life Support (BLS) Program
- Initiatives for World AIDS Day Celebration
- Any other matter with permission of the chair

Details of the meeting:

The meeting commenced at 10:00 am in the IQAC room. The IQAC coordinator, Dr. Litto Manual, welcomed the new Principal, Dr. Harvey Thomas, to the meeting.

Dr. Litto Manual and Dr. Shiny Joseph suggested organizing a workshop on NAAC-SSR preparation, criteria wise requirements and expertise in collaboration with institutions which are NAAC accredited. The committee proposed conducting more seminars, value-added courses, and classes for faculty, staff and dental assistants.

SWOC analysis was collected from all the departments, compiled, and analysed to create a strategic plan for the institution. The committee agreed on the need to collect feedback from various stakeholders to improve the quality of education and services with the help of feedback forms. The importance of conducting faculty and professional development programs was discussed and emphasized. Topics like financial management in private practice, industry - academic collaboration and good clinical and laboratory practices were suggested.


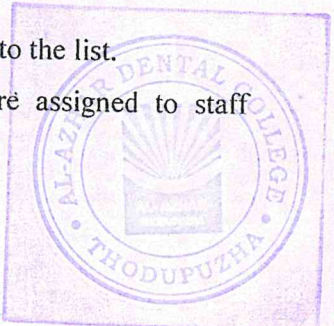
A proposal to establish an Incubation Centre equipped with IT facilities and high-end equipment to support research activities was put forward.

It was proposed that a Basic Life Support (BLS) program be conducted to equip the faculty, staff, and students with essential life-saving skills. The idea was accepted, and the responsible department was asked to coordinate the program. It was decided to plan and organize activities for the celebration of World AIDS Day on December 1, 2021.

Actions Taken Report of Previous Meeting:

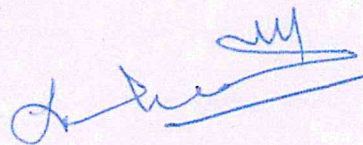
- IQAC room was set up.
- Institution and department vision and mission statements, goals and objectives were defined.
- Inputs for website upgradation were forwarded to the website committee.
- SWOC analysis was collected from all departments.
- Existing student clubs were reviewed, and new clubs were added to the list.
- A Mentor-Mentee program was introduced, and students were assigned to staff members.
- NAAC orientation program was successfully conducted.

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- 19
- Various seminars and value-added courses were conducted on topics including Covid-19 Awareness for Dental Assistants, Barrier Technique in Infection Control, Tobacco Cessation, and Bio-Medical Waste Management.
 - Continuing Dental Education (CDE) programs on "Plastic Surgery in Dental Practice," "Dental Management of AIDS Patient," and "Dental Career Enhancement Program" were scheduled.
 - Tips for marketing in dental practice was conducted on 07-08-2021.
 - A value-added course on work ethics was scheduled.
 - Program on Infection control in clinical practice was conducted on 02-08-2021, sterilisation process and measures to combat COVID on 03-09-21.
 - A seminar on "Innovative technology methods and ICT tools and resources was conducted on 25-09-2021

The meeting concluded with a vote of thanks to all attendees and participants. The next meeting date and agenda items were discussed briefly before adjourning.



Coordinator
IQAC
Al Azhar Dental College
Thodupuzha



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



INTERNAL QUALITY ASSURANCE CELL

Minutes of Meeting

DATE : 17-02-2022

TIME : 10.00 AM

VENUE : IGAC Room.

MEMBERS PRESENT :

Adv. K.M. Migas

Dr. Harvey Thomas (Principal)

Dr. Litto Manuel (Coordinator)

Dr. Shiny Joseph

Dr. Amal E.A.

Dr. Sajil John

Dr. Augustine Daniel

Dr. Jayesh J. Unnikrishnan

Dr. Muhammed Afnan

Dr. Rema Ann Mathew

Dr. Nishin K. John

Dr. Joby Paulose

Dr. Abdul Zabeer

Dr. Sharon Vincent

Dr. Martin Emmanuel

Mrs. Laila Karim

Mr. A.M. Abdul Rahim



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

INTERNAL QUALITY ASSURANCE CELL

Minutes of Meeting

Date: 17-02-2022

Time: 10.00 A.M.

Venue: IQAC Room

Members Present:

- Adv K.M. Mijas
- Dr. Harvey Thomas (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. Joby Paulose
- Dr. Abdul Zaheer
- Dr. Sharon Vincent
- Dr. Martin Emmanuel
- Mrs. Laila Kareem
- Mr. A. M. Abdul Rahim

Agenda:

- Discussion on strategic plan
- Derivation of short term, medium term and long-term plans
- Analysis of feedback collected from stakeholders.
- Proposal to appoint a clerical assistant for SSR preparation.
- Proposal for Lift Installation



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- Conducting Value-Added Courses and Seminars
- Enhancement of library facilities and extension of access hours
- Steps to augment research culture
- Introducing Career Guidance Programs
- Conducting more CDE Programs to Sensitize Students to New Techniques and Technology
- Dentist's Day and International Women's Day Celebration

Meeting Details:

The meeting was held on 17-02-2022 in the IQAC Room at 10:00 am. Various topics on the agenda were discussed and decisions were made.

A strategic plan was developed based on the strengths, weakness, opportunities, and challenges faced by the institution. Dr. Litto Manual stated that the strategic plan would serve as a roadmap to derive short term, medium term, long-term goals and steps to achieve these goals within the stipulated time frame. It was decided to review and analyse the plan biannually to address any obstacles faced to achieve vision and mission of the institution.

Feedback forms from various stakeholders were collected and analysed to understand their perspectives and making informed decisions based on suggestions.

Dr. Shiny Josph proposed the need for a clerical assistant for SSR preparation. The committee agreed to this proposal and decided to request management to fulfil this requirement.

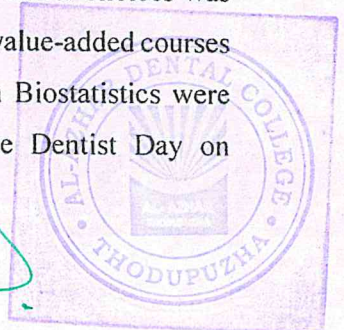
The need for installation of a lift as part of the facilities provided for patients was pointed out. The committee discussed this proposal and decided to forward a request to management for the same.

Enhancement of the library facilities and increasing library access hours were discussed as important aspects to improve the learning environment.

The committee discussed the need to foster an environment that encourages and supports research activities among faculty and students by organising research related seminars and projects.

Introducing career guidance programs to assist students in making better career choices was considered. It was proposed to conduct more seminars, CDE programs and value-added courses to enhance the educational experience of the students. Two modules on Biostatistics were planned in the upcoming weeks. The committee decided to celebrate Dentist Day on 07/03/2022 and International Women's Day on 08/03/2022.

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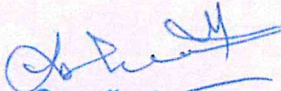
Actions Taken Report of Previous Meeting:


- SWOC analysis was collected from all the departments and a comprehensive institutional SWOC analysis was done.
- Feedback was collected from students, teachers, employers, employees and professionals.
- NAAC -SSR preparation workshop was conducted.
- Various seminars and value-added courses were conducted on topics such as Basic Life Support, Mental Well Being and Gender Sensitization
- Two value-added courses on Health and Yoga and Interpersonal Skills were conducted.
- A seminar for Dental Assistants on the importance of COVID-19 vaccination was organised.
- World AIDS day was celebrated.

The following programmes were conducted:

- “Key to successful collections in dental practice” on 27-10-21,
- “Industry – academia collaborations: A critical need for upskilling future talents” on 11-11-2021,
- Understanding the Principles on good clinical and laboratory practices on 25-1-22
- Clinical forensic editing – today and tomorrow on 14-12-2021
- A soft skill program on “Microsoft excel- basics” on 29-01-2022




Coordinator
IQAC
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Thodupuzha


Prof. Dr. Harvey Thomas MDS
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INTERNAL QUALITY ASSURANCE CELL


Minutes of Meeting

Date: 11-05-2022

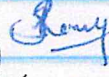
Venue: IQAC Room


Time: 10:00 AM


Members Present:


Dr. Harvey Thomas (Principal) 

Dr. Lito Manuel (Coordinator) 


Dr. Shiny Joseph 

Dr. Ansal E.A 


Dr. Sajil John 


Dr. Augustine Daniel 


Dr. Jayesh J Unnikrishnan 


Dr. Muhammed Afran 

Dr. Renee Ann Mathew 

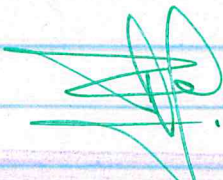
Dr. Nishin K John 

Dr. Toby Paulose 

Dr. Abdul Zahera 

Dr. Sharon Vincent 




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

INTERNAL QUALITY ASSURANCE CELL

Minutes of Meeting

Date: 11.05.2022

Venue: IQAC Room

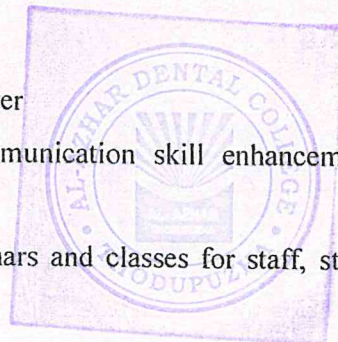
Time: 10:00 AM

Members Present:

- Dr. Harvey Thomas (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. Joby Paulose
- Dr. Abdul Zaheer
- Dr. Sharon Vincent

AGENDA:

1. Review of short-term goals.
2. Steps to implement stakeholder suggestions.
3. Purchase of high- end equipment
4. Upgradation of specialized clinics
5. Proposal for EBSCO
6. To review progress of the incubation center
7. Soft skill development programs, communication skill enhancement, personality development programs to be introduced.
8. Proposal for value-added courses, seminars and classes for staff, students & dental assistants
9. National doctor's day celebration
10. Program on professional ethics



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11. Student Union inauguration.

Details of the meeting:

The meeting commenced at 10.00 am in the IQAC room. The Principal welcomed all the IQAC members to the meeting and appreciated their efforts in quality enhancement steps undertaken for the institution. Short-term goals were discussed, and duties were allotted to the concerned departments.

Based on the stakeholder feedback, it was concluded that there was a deficit in library facilities, research culture, career guidance programs, professional and personality development programs. The IQAC coordinator pointed out that some of these areas were reviewed in the previous meetings and necessary steps would be taken to make sure that these suggestions are implemented without further delay.

The committee recommended the acquisition of advanced dental equipment to ensure that both the faculty and students remain up to date with the evolving trends in the field of dentistry. This proposal was forwarded to the finance committee and the management for necessary action and consideration. Dr. Shiny Joseph suggested that the high- end equipments would aid in upgrading the specialized clinics in the departments as well.

Dr Jayesh proposed the need for EBSCO to boost the usage of journal reference among staff and students. It was suggested that acquiring LMS-EBSCO, increasing library hours, and purchasing more books/journals would enhance learning and reading. Additionally, the proposal aimed to conduct CDE and add-on programs on research methodology, and initiate more ICMR approved research activities. Such initiatives would raise students' confidence and align them with global standards. The meeting approved this proposal.

A dedicated space was allotted to the incubation centre for promotion of research activities. Quotations for the procurement of IT facilities and equipments were collected and forwarded to the management.

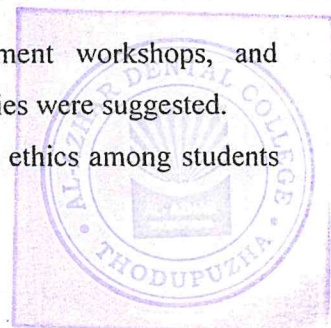
The proposal for conduct of various programs such as rotary endodontics, lasers, CBCT, conscious sedation, implants, medicolegal issues in dentistry and practice management was considered.

The committee proposed to celebrate National Doctor's Day. Further details and plans for the celebration were discussed.

Soft skill development programs, communication skill enhancement workshops, and personality development courses to improve students' overall capabilities were suggested.

The meeting highlighted the importance of emphasizing professional ethics among students and incorporating ethical training into the curriculum.

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

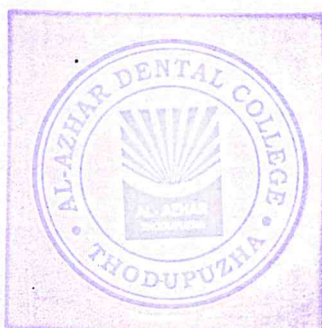



Student union activities of the previous year were reviewed and suggestions for improvement were given. The inauguration of student union for the year 2022-23 was planned.

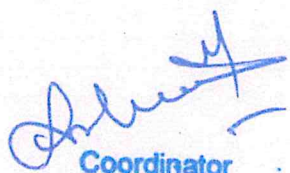
Actions Taken Report of Previous Meeting:

- Strategic plan was discussed and short term, medium term and long term goals were outlined with time line.
- Feedback from stakeholders were discussed and steps to implement were undertaken.
- Clerical assistant for SSR preparation was appointed.
- The proposal for lift installation was approved by the management, and the lift was successfully installed.
- Discipline specific books and non-academic reference books were ordered, and library hours were extended.
- The institution conducted workshops on "Express Yourself – An Innovative Workshop on Life Skills" on 1st April 2022 and "Let's Talk Digital – A Workshop on MS Office" on 22nd April 2022.
- CDE programs on "Sterilization & Infection Control in Dental Office" on 24th February 2022 and "Dental Ethics & Jurisprudence" on 12th April 2022 were successfully conducted.
- A value-added course on "Hospital Infection Control" was conducted from 18th to 22nd April 2022.
- A seminar on Biostatistics was conducted in two moules in the months of February and April dated 25-2-2022 and 05-04-2022 respectively.
- Biomedical research ethics was conducted on 05-03-2022.
- Dentist's Day and International Women's Day were celebrated.

The meeting concluded with a discussion on the progress made and upcoming initiatives to further enhance the quality of education and services provided by the institution.




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


Coordinator
IQAC
Al Azhar Dental College
Thodupuzha

INTERNAL QUALITY ASSURANCE CELL


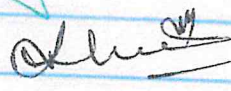







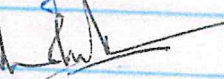

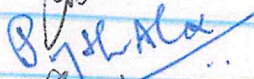


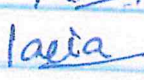


Minutes of Meeting.

DATE : 24-08-2022

TIME : 10.00 AM.

VENUE : IQAC Room.

MEMBERS PRESENT :

Dr. Harvey Thomas (Principal) 
 Dr. Lito Manuel (Co-ordinator) 
 Dr. Shiny Joseph 
 Dr. Amal E.A. 
 Dr. Sajil. John. 
 Dr. Augustine Daniel. 
 Dr. Jayesh T. Unnikrishnan. 
 Dr. Muhammed Afnan. 
 Dr. Remi Ann Mathew. 
 Dr. Nishin K. John. 
 Dr. Joby Paulose. 
 Dr. Parvitha Alex. 
 Dr. Sharon Vincent. 
 Dr. Martin Emmanuel. 
 Mrs. Leith Karsum. 
 Mr. Marzuban Shamis 
 Mr. A M Abdul Rahim. 



Prof. Dr. Harvey Thomas MDS

Principal

Al-Azhar Dental College

Thodupuzha - 686 005

INTERNAL QUALITY ASSURANCE CELL

Minutes of Meeting

Date: 24-08-2022

Time: 10.00 A.M.

Venue: IQAC ROOM


Members Present:

- Dr. Harvey Thomas (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. Joby Paulose
- Dr. Prijitha Alex
- Dr. Sharon Vincent
- Dr. Martin Emmanuel
- Mrs. Laila Kareem
- Mr. Marzuban Shamis
- Mr. A. M. Abdul Rahim

AGENDA:

1. Preparation of an organogram
2. Quality audit at all levels in the institute
3. Orientation program for IQAC and criteria members
4. Discussion of standard operating procedure for SSR preparation
5. Preparation of documents for IIQA
6. Collection of databases required for extended profile in SSR
7. Periodic review of academic activities of the College
8. Conducting Seminars and Value-Added Courses
9. Data collection from Alumni




Prof. Dr. Harvey Thomas MDS
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Thodupuzha - 685 605

10. Proposal for registration of alumni association of the college *
11. To observe days of significance
12. Any other matter with the permission of the chair.

Details of the meeting:

The meeting was held on 24.08.2022 in the IQAC room from 10.00 am. The IQAC coordinator, Dr. Litto Manual suggested that there was a need to formulate an organogram that illustrates the hierarchical structure of the institution. This would help in understanding roles and responsibilities, communication channels, and the overall structure of the institution. The members were assigned the task to create a rough draft and present in the next meeting.

Dr. Harvey Thomas, as a part of academic follow-up, proposed that by the next meeting, a periodic review of academic activity for each BDS batch should be submitted. It was decided to run a quality audit that would systematically review procedures, and practices within the institute to ensure that the standards and quality benchmarks are in line with the vision and mission of the college. Department and criteria heads were asked to do the same and submit a report to IQAC.

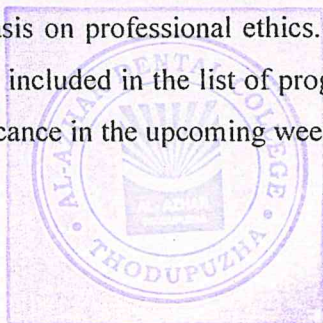
Dr. Shiny Jospheh proposed the need for a workshop for new IQAC members and NAAC Criteria members. It was decided to conduct criteria-wise training for all criteria heads and their respective subcommittee members for SSR preparation process.

The standard operating procedure as per the NAAC manual was discussed and a protocol for documentation of events and its storage was approved.

Collection of documents and database for registration of IIQA were assigned to Dr. Sharon. Staff and student database for extended profile was forwarded to the clerical assistant to be prepared as per the data template mentioned in the NAAC manual.

Placement cell was asked to work in conjunction with Alumni association to collect data pertaining to higher education and employment status of alumni. Dr. Amal proposed to proceed with the registration of Alumni association which would facilitate official transactions.

Additional soft skill development programs, communication skill enhancement programs, and personality development programs were suggested. The programs were to be conducted with an emphasis on professional ethics. Few seminars on good clinical and laboratory practices were also included in the list of programs to be organised. It was decided to observe all days of significance in the upcoming weeks.

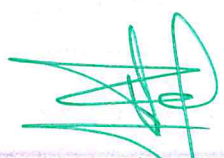


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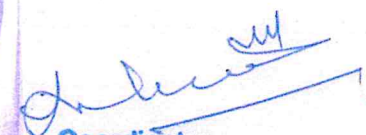
Prof. Dr. Harvey Thomas MDS
Principal
Al-Azhar Dental College
Thodupuzha - 685 605

Action Taken report of the previous Meeting:

- Short term goals were evaluated, and budget allocation was forwarded to the management.
- Quotations for purchase of advanced dental equipment were forwarded to the management for approval.
- Proposal for facelift of the specialised clinics was escalated.
- LMS- EBSCO was approved by the management and introduced in the college.
- Quotations for the procurement of IT facilities and equipment in the incubation centre were collected.
- Seminars were conducted on the following topics:
 - DRUG ABUSE AND PREVENTION on 19-05-2022
 - ANTIRAGGING on 30-05-2022
 - TOT on 14-06-2022
 - YOGA on 20-06-2022
 - ANTIRAGGING AWARENESS on 12-07-2022
- Two value-added courses were conducted:
 - Soft Skill Development from 18-07-2022 to 22-07-2022
 - Bio-Medical Waste Management from 15-08-2022 to 19-08-2022
- The inauguration of the student's union was held on 31-05-2022.
- To enhance stakeholder feedback, the following steps were implemented:
 - Establish a dedicated feedback mechanism for stakeholders.
 - Utilize online surveys and suggestion boxes to collect feedback.
 - Conduct regular meetings with students, parents, and community members to understand their concerns and suggestions.
 - Create a platform for open discussions during outreach and extension activities.



Prof. Dr. Harvey Thomas MDS
Principal
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Internal Quality Assurance Cell


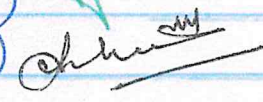





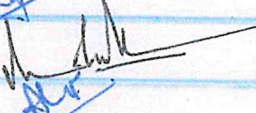






Minutes of the meeting

Date: 26th October 2022

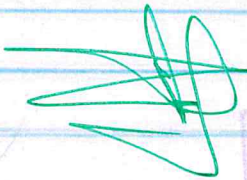
Time: 10:00 AM

Venue: IQAC Room

Members present

Dr Harvey Thomas (Principal) 
 Dr Lilla Manuel (Coordinator) 
 Dr Anil EA 
 Dr Sajid John 
 Dr Augustine Daniel 
 Dr Jaysh of Unnithan 
 Dr Renu Ann Mathew 
 Dr Nishin K John 
 Dr Priyitha Alex 
 Dr Soorya Suprabhan 
 Dr Abhilash Mathews Thomas 
 Dr Sharon Vincent 
 Dr Martin Emmanuel 
 Mr A M Abdul Rahim 




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

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INTERNAL QUALITY ASSURANCE CELL

Minutes of Meeting

Date: 26th October 2022

Time: 10:00 AM

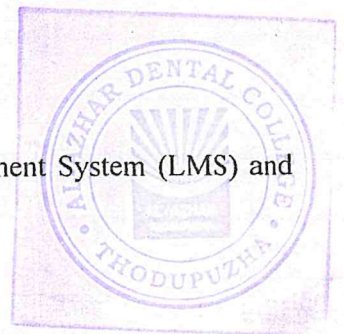
Venue: IQAC Room


Members Present:

- Dr. Harvey Thomas (Principal)
- Dr. Litto Manual (Coordinator)
- Dr. Amal E.A
- Dr. Sajil John
- Dr. Augustine Daniel
- Dr. Jayesh J. Unnithan
- Dr. Renu Ann Mathew
- Dr. Nishin K. John
- Dr. Prijitha Alex
- Dr. Surya Suprabhan
- Dr. Abhilash Mathews Thomas
- Dr. Sharon Vincent
- Dr. Martin Emmanuel
- Mr. A. M. Abdul Rahim

Agenda:

1. Discussion on organisational structure
2. Proposal on implementation of e- governance
3. Workshop on Outcome Based Education (OBE)
4. Faculty Development Program (FDP) on Learning Management System (LMS) and Enterprise Resource Planning (ERP)
5. Review of Outreach and Extension Activities
6. Proposal to conduct orientation program for interns.
7. To observe days of significance
8. Divyangjan friendly campus initiatives




Dr. Harvey Thomas MDS
Principal
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Thodupuzha - 685 605

9. Any other matter with the permission of chair

Details of the meeting:

The meeting commenced at 10:00 AM in the IQAC room. The following points were discussed:

A rough draft of organogram was presented and the current organizational hierarchy, departments and reporting structures were reviewed. The committee approved the organisational structure after amendments to optimize efficiency and communication.

E-governance using electronic technology to improve documentation, enhance teaching and learning experiences, ensure transparency and improve administrative efficiency was proposed by Dr. Litto Manual. The task to collect quotations for the same was entrusted to the Academic Curriculum Committee.

Dr. Sajil John highlighted the importance of implementing Outcome Based Education (OBE). The proposal was well received, and it was decided to organize a workshop to familiarize the faculty with OBE principles and methodologies.

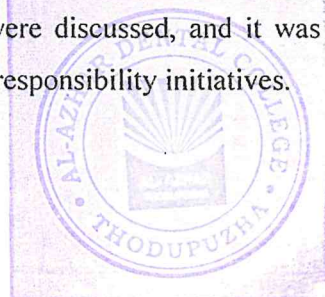
It was suggested to conduct a Faculty Development Program (FDP) focusing on LMS and ERP to enhance the faculty's technological capabilities and prepare them for e- governance system. Principal Dr. Harvey Thomas inquired about the status of all outreach and extension activities. The Public Health Dentistry Department was assigned the task of compiling a comprehensive list of all these activities, to be presented in the next meeting.

Quality audits were conducted by NAAC criteria members and Department heads. Areas of inadequacy were reported to IQAC and improvements measures were conveyed to the concerned departments.

An orientation program for new batch of interns was scheduled in the coming weeks. Days of significance were shortlisted and forwarded to the Dept of Public Health Dentistry for the needful.

Measures to improve physical infrastructure, policies, and services to accommodate people with disabilities were suggested. Administrative Officer Dr. Amal E. A was entrusted the responsibility for the same.

SRADHA, a campaign focused on road safety was proposed. The details and execution plan of the campaign were discussed, and it was agreed to launch the campaign as part of the institution's social responsibility initiatives.



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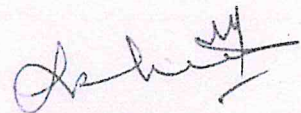
Prof. Dr. Harvey Thomas MDS
Principal
Al-Azhar Dental College
Thodupuzha - 685 605

Action Taken from Previous Meeting:

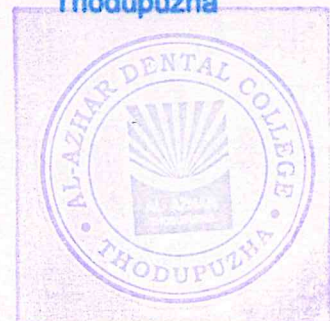
- Organogram was presented and was approved after suggestions.
- Improvisation measures based of quality audits were suggested to respective departments.
- Criteria-wise training was provided to all criteria heads and members for Self-Study Report (SSR) preparation.
- SOP for SSR preparation was briefed based on the NAAC manual.
- Documents for IIQA were collected from the administrative office.
- Staff and student database was prepared as per template for extended profile in SSR.
- Principal Dr. Harvey Thomas conducted periodic reviews of academic activities.
- Value-added courses and seminars were conducted on Professional Etiquettes, Stress Management, Anti-Suicide Awareness, and Anti-Drug Awareness.
- An orientation program for interns from the 2017 batch was successfully organized.
- Placement cell and alumni association were given the responsibility to collect alumni related database.



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

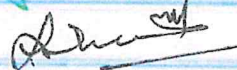
Date: 2-12-2022

Time: 10:00 AM

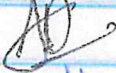
Location: IQAC Room


Members Present:

Dr. Harvey Thomas (Principal) 

Dr. Lito Manuel (Coordinator) 


Dr. Anil EA 


Dr. Augustine Daniel 

Dr. Jayesh J. Unnikrishnan 

Dr. Renu Ann Mathew 

Dr. Nishin K John 

Dr. Prithika Alex 

Dr. Surya Suprabhan 

Dr. Abhilash Mathews Thomas 

Dr. Sharon Vincent 




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

INTERNAL QUALITY ASSURANCE CELL.**Minutes of Meeting**

Date: 02.12.2022

Time: 10:00 A. M

Location: IQAC Room

Members Present:

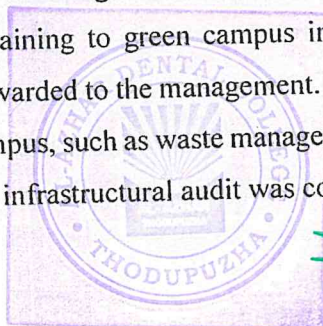
- Dr. Harvey Thomas (Principal)
- Dr. Litto Manual (Coordinator)
- Dr. Amal E.A
- Dr. Augustine Daniel
- Dr. Jayesh J. Unnithan
- Dr. Renu Ann Mathew
- Dr. Nishin K. John
- Dr. Prijitha Alex
- Dr. Surya Suprabhan
- Dr. Abhilash Mathews Thomas
- Dr. Sharon Vincent

Agenda:

1. Green campus initiatives
2. Infrastructural audit
3. Introduction of LMS and ERP – EMBASE Pro Suit
4. Faculty Development Program
5. Training program for LMS and ERP
6. Preparation of Executive summary and Annual Report.
7. Discussion on institutional best practices.
8. Criteria wise document review for SSR submission.

Details of the meeting:

The meeting commenced at 10.00 A.M in NAAC room. Existing policies and practices pertaining to green campus initiatives in the college were reviewed and suggestions were forwarded to the management. This included reinforcing environment friendly practices on the campus, such as waste management, energy conservation, and promoting sustainable practices. An infrastructural audit was conducted to assess the current state of the infrastructure, identify



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

deficiencies, and areas for improvement. The maintenance committee and departments were asked to submit the list of requirements and upgrades with budget.

Dr. Litto Manual proposed the need for a Faculty Development Program specifically targeting IQAC members and Criteria members.

Principal Dr. Harvey Thomas introduced a Learning Management System (LMS) and Enterprise Resource Planning (ERP)- EMBASE system in the institution. Student database was collected and updated in the software. Faculty was trained to use this software for attendance, record keeping and timely information to the parents regarding progress of their ward.

A comprehensive annual report that highlights the institution's achievements, initiatives, and progress over the year was prepared. The executive summary focusing on key highlights of the annual report was submitted.

Institutional Best Practices were shortlisted. Criteria wise documents were scrutinised, and suggestions were given to the criteria heads and members.

Action Taken from Previous Meeting:

- Organogram was approved after amendments.
- E – governance system, EMBASE Pro suit was implemented.
- Outcome based Education program was conducted.
- A Faculty Development Program focusing on LMS and ERP was conducted for all faculty members.
- Outreach and extension activities were reviewed and proposal to adopt a tribal village was put forward.
- Orientation program for interns was conducted.
- Days of significance like World AIDS day were observed. SRADHA, a road safety campaign was launched.
- Divyangjan friendly campus initiatives like disabled friendly ramps, tactile pathways, disabled friendly washrooms and NVDA were shortlisted and forwarded to the management for approval.



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

[Handwritten signature in blue ink]
 Coordinator
 IQAC
 Al Azhar Dental College
 Thodupuzha

Internal Quality Assurance Cell

Minutes of the Meeting

Date: 15th February 2023

Time: 10 AM

Venue: IRAC Room

Members present

Adv. K H Hija

Dr Harvey Thomas (Principal)

Dr Lilla Mamm (Coordinator)

Dr Lakshminipuja

Dr Anil E A

Dr Sajit John

Dr Jaysh J Umithan

Dr Rem dun Mathew

Dr Bijinole goss

Dr Nishin K John

Dr Joby Paulose

Dr Praytha Alex

Dr Sharan Vincent

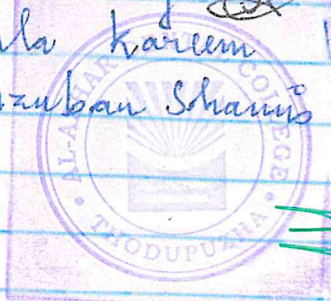
Dr Swaya Suprabhan

Dr Abhilash Mathew Thomas

Dr Albert Baby

Mrs. Haila Kareem Iacia

Mr. Mozuban Shams Ben



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

INTERNAL QUALITY ASSURANCE CELL**Minutes of Meeting****Date:**15-02-2023**Time:**10:00AM**Venue:** IQAC Room**Members Present:**

- Adv. K. M. Mijas
- Dr. Harvey Thomas (Principal)
- Dr. Litto Manual (Coordinator)
- Dr. Lakshmipriya E.
- Dr. Amal E.A
- Dr. Sajil John
- Dr. Jayesh J. Unnithan
- Dr. Renu Ann Mathew
- Dr. Bijimole Jose
- Dr. Nishin K. John
- Dr. Joby Paulose
- Dr. Prijitha Alex
- Dr. Sharon Vincent
- Dr. Surya Suprabhan
- Dr. Abhilash Mathews Thomas
- Dr. Albert Baby
- Mrs. Laila Kareem
- Mr. Marzuban Shamis

Agenda:

1. Reconstitution of the committee
2. Preparation and submission of IIQA
3. Website upgradation
4. SSR Preparation
5. Criteria wise review
6. Document storage of physical and digital copies
7. Discussion on DVV process
8. Database for student satisfaction survey



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

9. Criteria wise weblinks
10. Review of various activities and committees under IQAC
11. Any other matter with the permission of the chair.

Details of the meeting

The meeting was convened by Dr. Harvey Thomas in the IQAC Room at 10.00 am . Dr. Lakshmi Priya E and Dr. Albert Baby were welcomed to the committee.

Relevant information for submission of IIQA was reviewed and approved by all the members. The institution's website was updated with Quality information indicators as per the NAAC manual.

Timeline and criteria wise document submission dates were informed to the respective criteria heads. Procedure for scrutiny of documents by IQAC coordinators was intimated and strict adherence to the timeline was emphasized.

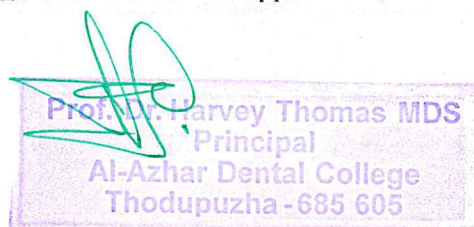
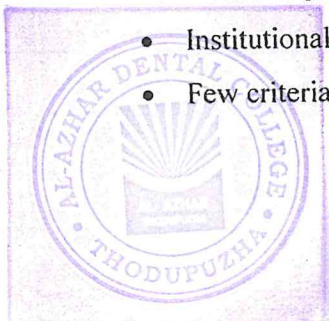
Documents were to be submitted by criteria heads in physical copies and digital files after approval by IQAC. All the criteria in charges were asked to submit a list of weblinks required which would be forwarded to the website committee for the needful. DVV process and student satisfaction survey details were briefed to all the members by Dr. Litto Manual.

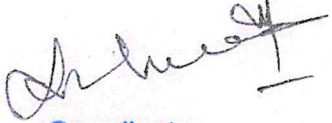
All subcommittees under IQAC were asked to submit a report of their minutes of meetings of the last academic year. Academic curriculum committee was requested to outline the academic calendar for the next academic year.

The clerical assistant was asked to prepare and verify database for student satisfaction survey. Principal Dr. Harvey Thomas suggested that all queries related to SSR preparation must be addressed at the earliest.

Action taken report from Previous Meeting:

- List of green campus initiatives were forwarded to the management.
- Infrastructural audit was conducted and areas of inadequacy were identified.
- ERP – EMBASE Pro Suit was implemented.
- Training program for LMS and ERP was conducted.
- Annual report and executive summary were reviewed and approved by the committee.
- Institutional best practices were shortlisted.
- Few criteria wise documents were approved by IQAC.




 Coordinator
 IQAC
 Al Azhar Dental College
 Thodupuzha