

## DISCIPLINARY COMMITTEE MINUTES OF THE MEETING

Date: 30-11-2023

Time: 10:30AM

The meeting of the Disciplinary Committee was called to order on 30-11-2023 at 10:30am at Principal's office, Al Azhar Dental College, Thodupuzha. The meeting was chaired by Principal Dr Harvey Thomas.

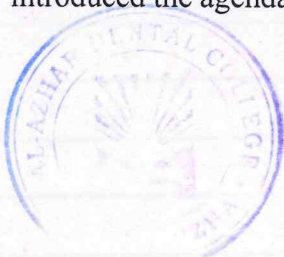
### Attendees:

1. Dr. Harvey Thomas (Principal)
2. Dr. Amal E A (Administrative Officer)
3. Dr. Sajil John (Coordinator)
4. Dr. Litto Manuel
5. Dr. Joby Paulose
6. Dr. Nishin K John
7. Dr. Renu Ann Mathew
8. Dr. Anjana Mohankumar
9. Dr. Mazood Ahamad
10. Dr. Sreelakshmi G
11. Dr. Surya Suprabhan
12. Dr. Abhilash Mathews Thomas
13. Dr. Ajay Soman

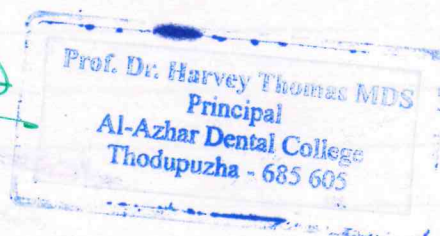
### AGENDA

1. Review of Discipline among Interns

The meeting of the Disciplinary Committee for the academic year 2023-24 was called to order by Dr. Harvey Thomas at 10:30 AM. He welcomed all the committee members present and introduced the agenda for the meeting. The minutes of the previous meeting were proposed by



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Dr. Sajil John and seconded by Dr. Nishin K John. Prof. Dr. Harvey Thomas acknowledged the committee for its effective implementation during the interbatch competitions.

The Agenda for this meeting was focusing on punctuality, dress code, and personal hygiene for interns.

The importance of punctuality was emphasized by Dr. Harvey Thomas, recognizing its critical role in maintaining professional standards and ensuring smooth clinical operations. It was decided that the repeated lateness will result in a formal review and possible disciplinary action. It was unanimously agreed that scrubs should be worn by all interns during clinical hours. In exceptional cases where scrubs are not worn, a white apron is compulsory. The wearing of colored dresses is strictly prohibited in the clinical setting.

The committee stressed the importance of maintaining high standards of personal hygiene, which is essential in a clinical setting.

Principal Dr. Harvey Thomas thanked everyone for their active participation and valuable contributions to the meeting. The meeting was adjourned at 11:30 AM after tea and refreshments.

### **ACTION TAKEN REPORT OF THE PREVIOUS MEETING**

1. Developed disciplinary plan for Al Azhar Dental College Interbatch Fest.



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

## DISCIPLINARY COMMITTEE




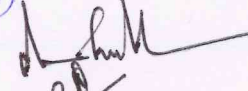


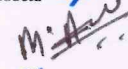




### MINUTES OF THE MEETING

Date: 23-01-2024

Time: 11 AM

The meeting of the Disciplinary Committee was called to order on 23-01-2024 at 11 am at Principal's office, Al Azhar Dental College, Thodupuzha. The meeting was chaired by Principal Dr Harvey Thomas.

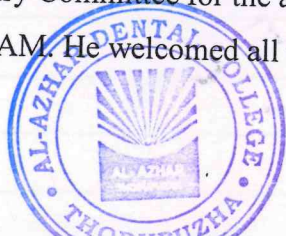
#### Attendees:

1. Dr. Harvey Thomas (Principal) 
2. Dr. Amal E A (Administrative Officer)
3. Dr. Sajil John (Coordinator)
4. Dr. Litto Manuel 
5. Dr. Joby Paulose 
6. Dr. Nishin K John 
7. Dr. Renu Ann Mathew 
8. Dr. Anjana Mohankumar 
9. Dr. Mazood Ahamad 
10. Dr. Surya Suprabhan 
11. Dr. Abhilash Mathews Thomas 
12. Dr. Ajay Soman
13. Dr. Sreelakshmi G 
14. Dr. Bharath Shekar 

#### AGENDA

1. Review of Disciplinary procedures

The meeting of the Disciplinary Committee for the academic year 2023-24 was called to order by Dr. Harvey Thomas at 11 AM. He welcomed all the committee members present and



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

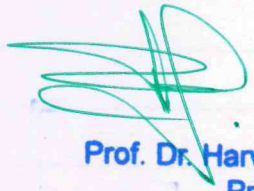
introduced the agenda for the meeting. The minutes of the previous meeting were proposed by Dr. Litto Manual and seconded by Dr. Renu Ann Mathew.

A detailed examination of the existing disciplinary policies and procedures was done and a discussion on the effectiveness and challenges encountered with the current guidelines was also done. The committee members were asked to provide feedback, suggest further amendments, and discuss concerns or ideas.

Principal Dr. Harvey Thomas thanked everyone for their active participation and valuable contributions to the meeting. The meeting was adjourned at 11:30 AM after tea and refreshments.

**ACTION TAKEN REPORT OF THE PREVIOUS MEETING**

- 1. A comprehensive training session encompassing punctuality, dress code, and personal hygiene was taken by Administrative Officer Dr. Amal E A
- 2. A mandatory training session on personal hygiene best practices for all interns. Staff were allotted accordingly for girls and boys.



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