




6.2.1 The Institutional has well defined organizational structure, Statutory Bodies/committees of the College with relevant rules, norms and guidelines along with Strategic Plan effectively deployed

INDEX SHEET

SLNO:	DESCRIPTION	PAGE NO
1.	Certificate Of the Head of Institution	02-03
2.	Link for minutes of the College Council/ other relevant bodies for deployment/ deliverables of the strategic plan	04-09




Prof. Dr. Vinod Kumar R B
Principal
Al-Azhar Dental College
Thodupuzha - 685 605



AL-AZHAR DENTAL COLLEGE

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CERTIFICATE OF THE HEAD OF THE INSTITUTION




PROF. Dr.VINOD KUMAR R.B, MDS

PRINCIPAL

TO WHOMSOEVER IT MAY CONCERN

This is to certify that our institution has a well defined organizational structure, and statutory Bodies/committees of the College with relevant rules, norms and guidelines with effectively deployed Strategic Plan. Details are given:




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MINUTES OF THE GOVERNING COUNCIL MEETING 2023-2024

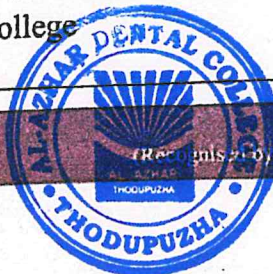
Date: 14-06-2023

Time and Venue: 11am ; Board Room, Al Azhar Dental College

Chairperson: Mr K.M.Moosa

List of Members Present:

SL.NO	NAME	DESIGNATION	SIGNATURE
1.	Adv. KM Mijas	Director, Al Azhar Dental College	
2.	Dr. Paijas Moosa	Director, Al Azhar Dental College	
3.	Dr. Rijas Moosa	Director, Al Azhar Dental College	
4.	Mrs. Rajeena	Director, Al Azhar Dental College	
5.	Mrs. Asiya Salim	Director, Al Azhar Dental College	
6.	Dr. Neethu S	Director, Al Azhar Dental College	
7.	Dr. Ameesha Jahan	Director, Al Azhar Dental College	
8.	Adv. Thajudeen S S	Administrative Officer, Al Azhar Group of Institutions	
9.	Dr. Harvey Thomas	Principal, Al Azhar Dental College	
10.	Dr. Amal E A	Administrative Officer, Al Azhar Dental College	
11.	Dr. Litto Manuel	IQAC Coordinator, Al Azhar Dental College	





AGENDA ITEMS:

1. Purchase of Buggy
2. Planning to start Diploma Programs- DORA, Dental Hygienist, and Dental Mechanic Courses
3. Discussion on Infrastructure and Amenities for PG Courses in Conservative Dentistry, Prosthodontics, Pediatric Dentistry, and Orthodontics
4. Purchase of CBCT
5. Submission of AQAR
6. Appointment of an Internal Auditor
7. Enhancement of CCTV Coverage in the Dental Campus
8. Selection and Process for 2023-2024 Student Union Members
9. Internal Inspection of Departmental Instruments and Submission of Reports
10. Formulation of Treatment Charges for BPL Patients
11. Purchase of New Books and E-Journals
12. Renewal of Embase App Subscription
13. Funding from Management for Undergraduate Research Projects
14. Update on Staff Appraisals
15. Preparations and Amendments for Starting PG Courses in Oral and Maxillofacial Surgery for the Academic Year 2023-2024

Prof. Dr. Harvey Thomas MDS
Principal
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Meeting Proceedings:

1. Purchase of Buggy

Discussion: The necessity of acquiring a buggy to facilitate movement within the campus, particularly for patients and visitors, was discussed. Factors such as budget, maintenance, and potential vendors were considered.

Decision: The buggy was successfully purchased prior to the meeting, and the council commended the timely acquisition. Maintenance and operational guidelines were discussed.

2. Planning to start Diploma Programs- DORA, Dental Hygienist, and Dental Mechanic Courses

Discussion: The introduction of Diploma Programs such as DORA, Dental Hygienist, and Dental Mechanic courses was deliberated. The council discussed the curriculum, faculty requirements, regulatory approvals, and financial implications.

Decision: The council approved the initiation of planning and directed the academic committee to prepare a detailed proposal for submission to the relevant authorities.

3. PG Courses in Conservative Dentistry, Prosthodontics, Pediatric Dentistry, and Orthodontics

Discussion: The council examined the need for enhanced infrastructure, classrooms, and amenities to accommodate new PG courses. Topics included faculty recruitment, laboratory setup, and hostel facilities.

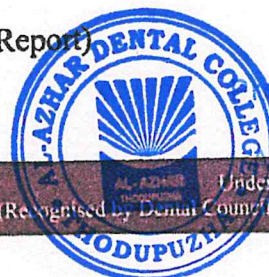
Decision: It was resolved to prioritize the development of infrastructure in phases. A task force was established to assess the requirements and submit a detailed report.

4. Purchase of CBCT (Cone Beam Computed Tomography)

Discussion: The benefits of acquiring a CBCT for advanced diagnostic capabilities were reviewed. Cost analysis and potential suppliers were discussed.

Decision: The council approved the purchase of a CBCT, contingent on budgetary provisions. A technical committee has been assigned to identify the most suitable equipment within the optimal budget.

5. Submission of AQAR (Annual Quality Assurance Report)



Dr. Vinod Kumar R B
Principal
Al-Azhar Dental College



Discussion: The timeline and preparation status of the AQAR were discussed. The council stressed the importance of timely submission to improve the accreditation and rankings.

Decision: The IQAC (Internal Quality Assurance Cell) Coordinator Dr. Litto Manual was directed to ensure the report is completed November 2024 and submission should be done by December 2024.

6. Appointment of an Internal Auditor

Discussion: The council discussed the necessity of appointing an internal auditor to ensure financial transparency and compliance.

Decision: It was agreed to initiate the selection process and finalize the appointment.

7. Enhancement of CCTV Coverage in the Dental Campus

Discussion: The need for enhanced CCTV surveillance for improved security and monitoring across the campus was deliberated.

Decision: The council approved the expansion of CCTV infrastructure. A budget and implementation timeline will be prepared by the administrative department.

8. Selection and Process for 2023-2024 Student Union Members

Discussion: The process for selecting student union members for the academic year 2023-2024 was reviewed, including guidelines for nominations and elections.

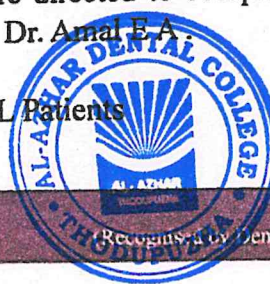
Decision: The council approved the outlined process. Principal Dr. Harvey Thomas and Administrative Officer Dr. Amal E A suggested Dr. Albert Baby and Dr. Sreekala as staff advisors, which was approved by the Council. The new union will take charge by November 2023. The council also approved the necessary arrangements for conducting Dental Week by the existing union.

9. Internal Inspection of Departmental Instruments and Submission of Reports

Discussion: Regular inspection of departmental instruments to ensure functionality and proper maintenance was discussed.

Decision: Heads of Departments (HoDs) were directed to complete inspections and submit detailed reports to the Administrative Officer Dr. Amal E A.

10. Formulation of Treatment Charges for BPL Patients





Discussion: The council deliberated on providing affordable treatment for patients below the poverty line (BPL) and establishing a transparent fee structure.

Decision: A committee was formed to design a treatment fee policy for BPL patients, ensuring affordability and sustainability.

11. Purchase of New Books and E-Journals

Discussion: The need to update library resources with new books and e-journals to support academic and research activities was discussed.

Decision: The council approved the allocation of funds for the purchase. The library committee was tasked with finalizing the list.

12. Renewal of Embase App Subscription

Discussion: Renewal of the Embase app subscription, essential for academic research and literature reviews, was discussed.

Decision: The council approved the renewal. The finance department will handle the process.

13. Funding from Management for Undergraduate Research Projects

Discussion: The need for management-sponsored funding to encourage undergraduate students to undertake research projects was deliberated.

Decision: The council approved the proposal and allocated an initial fund. Guidelines for disbursement and project selection will be prepared.

14. Update on Staff Appraisals

Discussion: Updating and streamlining the staff appraisal system to ensure fair evaluation and feedback was discussed.

Decision: The HR department was tasked with reviewing the current system and proposing newer updation if required.

15. Preparations and Amendments for Starting PG Courses in Oral and Maxillofacial Surgery

Discussion: The council reviewed the preparations for starting PG courses in Oral and Maxillofacial Surgery in the academic year 2023-2024. Infrastructure, faculty, and equipment requirements were discussed.



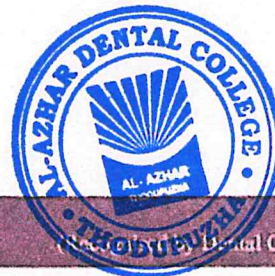
Decision: Necessary amendments and arrangements were approved. A progress review will be conducted in the next meeting.

Action Items:

- 1) Maintenance guidelines for the buggy to be implemented.
- 2) Academic committee to prepare a detailed proposal for new courses.
- 3) Task force to report on PG course infrastructure requirements.
- 4) Technical committee to finalize CBCT purchase.
- 5) IQAC to ensure AQAR submission by the deadline.
- 6) Appointment of an internal auditor to be finalized.
- 7) Administrative department to plan and implement enhanced CCTV coverage.
- 8) Election committee to oversee student union selection.
- 9) HoDs to complete instrument inspections and submit reports.
- 10) Committee to draft a treatment fee policy for BPL patients.
- 11) Library committee to finalize the purchase of books and e-journals.
- 12) Finance department to renew the Embase app subscription.
- 13) Guidelines for undergraduate research funding to be prepared.
- 14) HR department to propose updates to staff appraisal system.
- 15) Progress review for Oral and Maxillofacial Surgery PG courses to be scheduled.

Conclusion:

The Chairperson thanked all members for their active participation and valuable inputs. The meeting adjourned at 1pm.



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