



## 6.5.1 Institution has a streamlined Internal quality assurance mechanism.

### INDEX SHEET

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5/12/24

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



**AL-AZHAR**  
**DENTAL COLLEGE**

Perumpillichira P. O., Thodupuzha  
Idukki Dist., Kerala- 685 605  
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**CERTIFICATE OF THE HEAD OF THE INSTITUTION**



# AL-AZHAR DENTAL COLLEGE

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PROF. Dr . VINOD KUMAR R B, MDS  
PRINCIPAL

## TO WHOMSOEVER IT MAY CONCERN

This is to certify that all the documents attached herein are true to the best of my knowledge.



*V. R. B.*  
*4/12/24*

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

## Internal Quality Assurance Cell

## Minutes of Meeting

Date : 23<sup>rd</sup> August 2023

Time : 10:00 AM

Venue : IQAC Room

Members Present :

Dr. Harvey Thomas (Principal)

Dr. Litto Manuel (Coordinator)

Dr. Lakshmi Priya E.

Dr. Anil E.A

Dr. Sajil John

Dr. Jayesh J. Unnithan

Dr. Renu Ann Mathew

Dr. Bijimole Jose

Dr. Nishin K. John

Dr. Joby Paulose

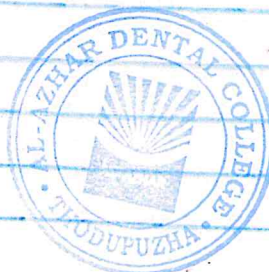
Dr. Prithi Alex

Dr. Sharon Vincent

Dr. Surya Suprabhan

Dr. Abhilash Mathew Thomas

Dr. Albert Baby



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Prof. Dr. Vinod Kumar R B  
Principal  
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INTERNAL QUALITY ASSURANCE CELL

Minutes of Meeting

Date:-23-08-2023

Time:10:00AM

Venue: IQAC Room

**Members Present:**

- 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 *RA*
- Dr. Bijimole Jose
- Dr. Nishin K. John
- Dr. Joby Paulose
- Dr. Prijitha Alex
- Dr. Sharon Vincent
- Dr. Surya Suprabhan *SS*
- Dr. Abhilash Mathews Thomas
- Dr. Albert Baby

**Agenda:**

1. Preparation of SSR
2. Standardised format for all criteria related documents
2. Uploading SSR
3. Weblinks and data upload for SSR related documents
4. Criteria wise review
5. Scrutiny of documents for SSR
6. Submission of SSR.



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*9/12/24*  
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The committee discussed the progress in preparing the Self-Study Report (SSR). Dr.Litto Manual provided an update and urged all members to contribute their inputs.

A proposed standardized format for all criteria-related documents was presented. Members were encouraged to review and provide feedback on the format to ensure consistency in documentation.

The process and timeline for uploading the SSR were discussed before 20 th September. Technical aspects and guidelines for uploading the report were provided. Members were urged to adhere to the deadline for submission.

The importance of including relevant weblinks and data in the SSR was discussed. Members were requested to ensure that all necessary supporting documents and web references are included.

The committee decided to conduct a criteria-wise review to ensure that each aspect is thoroughly assessed. Members Dr. Sharon Vincent, Dr. Surya and Dr. Albert were assigned specific criteria for in-depth evaluation.

The importance of scrutinizing all documents to ensure accuracy and completeness was emphasized. A checklist for document scrutiny will be circulated among members.

The meeting concluded with a reminder to all members to actively contribute to the preparation of the SSR and to collaborate for a comprehensive and high-quality report.

Action taken report of the previous meeting:

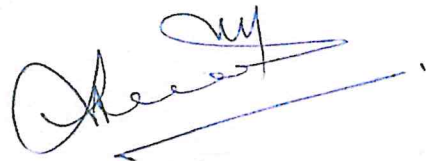
1. In collaboration with the Academic Curriculum Committee, the academic calendar for the upcoming year was prepared.
2. The Institutional Internal Quality Assurance (IIQA) report was completed and submitted on time.
3. The institution's website was successfully upgraded, enhancing accessibility and user experience.



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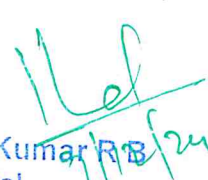
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4. Advancements were made in preparing the Self-Study Report (SSR) for a comprehensive self-assessment.
5. A meticulous review of institutional criteria was conducted to identify areas of improvement and excellence.
6. A robust system for the storage of both physical and digital documents was established for easy retrieval and archival.
7. A database for the efficient collection and analysis of student satisfaction survey data was developed.
8. Criteria-wise weblinks were integrated to facilitate seamless access to relevant information.
9. A thorough review of various activities and committees under the IQAC was conducted to improve coordination.
10. Documents were systematically reviewed criteria-wise to ensure alignment with quality standards.



**Coordinator  
IQAC  
Al Azhar Dental College  
Thodupuzha**



  
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Principal  
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# Internal Quality Assurance Cell

## Minutes of Meeting

Date : 11<sup>th</sup> January 2024

Time : 10:00 AM

Venue : IQAC Room

Members Present :

Dr. Harvey Thomas (Principal)

Dr. Litto Manuel (Coordinator)

Dr. Lakshmi Priya E

Dr. Anil E.A

Dr. Sajil John

Dr. Jayesh J. Unnikrishnan

Dr. Renu Am Mathew

Dr. Bigmole Jose

Dr. Nishin K. John

Dr. Joby Paulose

Dr. Prithika Alex

Dr. Sharon Vincent

Dr. Surya Suprabhan

Dr. Albert Baby

Dr. Mazood Ahamed

Dr. Anjana Mohan Kumar

Dr. Anu Mathew



Prof. Dr. Vinod Kumar R B  
Principal

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INTERNAL QUALITY ASSURANCE CELL

Minutes of Meeting

Date:-11-01-2024

Time:10:00AM

Venue: IQAC Room

**Members Present:**

- 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 *RA*
- Dr. Bijimole Jose
- Dr. Nishin K. John
- Dr. Joby Paulose
- Dr. Prijitha Alex
- Dr. Sharon Vincent
- Dr. Surya Suprabhan *SA*
- Dr. Albert Baby
- Dr. Mazood Ahamed
- Dr. Anjana Mohan Kumar,
- Dr. Anu Mathew

**Agenda:**

1. Reconstitution of the committee
2. Review of submitted SSR
3. Review of DVV
4. Identifying grey areas
5. Preparation for peer team visit
6. Delegation for responsibility for peer team visit
7. Segregation of Qualitative metrics.



*11/1/24*  
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## 8. Criteria wise discussions

On the 11th of January 2024, a meeting of the Internal Quality Assurance Cell (IQAC) was convened at 10:00 AM in the IQAC Room. New members- Dr. Mazood Ahamed, Dr. Anjana Mohan Kumar, and Dr. Anu Mathew were welcomed.

The committee then pivoted towards a critical examination of the institution's performance in the SSR. Dr. Litto Manual, the Coordinator, steered the discussion, emphasizing the importance of accurate and complete representation of the institution's strengths and areas for improvement. The focus was on evaluating the overall quality, aiming to gauge the accuracy and completeness of the information presented in the report.

Following this, a meticulous analysis of the performance in Data Verification and Validation (DVV) was undertaken to identify and address any deficiencies. The performance in mock SSR was evaluated.

Dr. Sajil John spearheaded the examination of potential grey areas in academic and administrative processes, with the committee collaboratively devising strategies to enhance overall performance in these identified areas.

The agenda then moved to preparations for the upcoming NAAC Peer Team Visit. Tasks for a successful visit, including documentation and facility readiness, were outlined, and responsibilities were allocated among committee members.

Dr. Renu Ann Mathew suggested a systematic segregation of documents related to qualitative metrics, ensuring a structured and organized approach. Criteria-wise discussions for NAAC accreditation were undertaken, delving into each criterion with detailed deliberations and clarification of doubts.

The meeting concluded with a summary of assigned tasks and a timeline for completion. Acknowledgments were made for the commitment of new members, and gratitude was expressed for their valuable involvement. The next meeting was scheduled to assess the progress of assigned tasks and address any outstanding issues before the peer team visit.

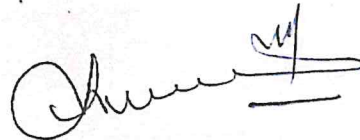


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Action taken report of the previous meeting:

1. A consistent structure for all criteria-related documents was established to ensure uniform content presentation.
2. A comprehensive evaluation of each criterion was undertaken, examining the documentation for compliance and completeness.
3. SSR documents were carefully scrutinized for accuracy, relevance, and alignment with accreditation standards
4. The Self-Study Report (SSR) was adeptly uploaded with relevant web links and data, following prescribed guidelines.
5. The submission of the SSR was successfully completed, offering a comprehensive and thoroughly documented overview of institutional performance.



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## Internal Quality Assurance Cell

## Minutes of Meeting

Date: 13-05-24

Time: 10:00 AM

Venue: IQAC Room

## Members Present:

Dr. Vinod Kumar R.B. ~~VM~~Dr. Litto Manuel (Co-ordinator) ~~LM~~Dr. Sharon Vincent ~~SV~~Dr. Lakshmi Priya ~~E~~Dr. Anil E.A. ~~AE~~Dr. Sajil John ~~SJ~~Dr. Anjana Mohan Kumar ~~AM~~Dr. Renu Ann Mathew ~~RAM~~Dr. Bijimole Jose ~~BJ~~Dr. Nishin K. John ~~NKJ~~Dr. Joby Paulose ~~JP~~Dr. Priyitha Alex ~~PA~~Dr. Surya Suprabhan ~~SS~~Dr. Albert Baby ~~AB~~Dr. Anu Mathew ~~AM~~Prof. Dr. Vinod Kumar R.B.  
PrincipalAl-Azhar Dental College  
Thodupuzha - 685 605VM  
13/5/24

INTERNAL QUALITY ASSURANCE CELL  
Minutes of Meeting

Date:-13-05-2024

Time:10:00AM

Venue: IQAC Room

Members Present:

- Dr. Vinod Kumar R B (Principal)
- Dr. Litto Manual (Coordinator)
- Dr. Sharon Vincent
- Dr. Lakshmipriya E.
- Dr. Amal E.A
- Dr. Sajil John
- Dr. Anjana Mohan Kumar.
- Dr. Renu Ann Mathew
- Dr. Bijimole Jose
- Dr. Nishin K. John
- Dr. Joby Paulose
- Dr. Prijitha Alex
- Dr. Surya Suprabhan
- Dr. Albert Baby
- Dr. Anu Mathew

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Agenda:

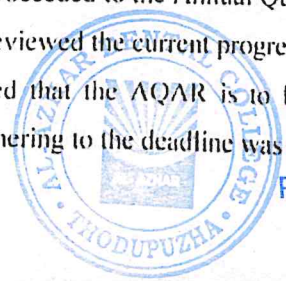
1. AQAR Submission
2. Update of Strategic Plan

On the 13th of May 2024, a meeting of the Internal Quality Assurance Cell (IQAC) was convened at 10:00 AM in the IQAC Room. Dr. Vinod Kumar R B initiated the discussion regarding the AQAR submission.

The discussion proceeded to the Annual Quality Assurance Report (AQAR) submission.

The committee reviewed the current progress and noted the pending sections.

It was highlighted that the AQAR is to be submitted by December last week and the importance of adhering to the deadline was emphasized.



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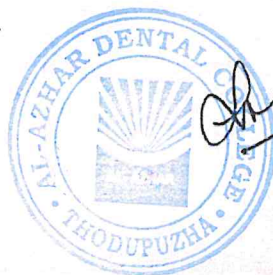
The responsible departments were reminded to submit their pending data/reports by 31-12-2024

It was agreed that a final review meeting would be scheduled a week prior to the submission deadline to ensure all points are covered. Dr. Sharon was tasked with overseeing the preparation and timely submission of the AQAR, along with other quality assurance processes.

3. Regarding the Updation of Strategic Plan: a review of the current plan was done, and it was agreed that a draft of the updated strategic plan would be presented in the next meeting.

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

1. New members Dr. Mazood Ahamed, Dr. Anjana Mohan Kumar, and Dr. Anu Mathew were formally inducted into the IQAC. They were briefed on the committee's ongoing activities and their specific roles in upcoming projects, particularly the NAAC accreditation process.
2. Dr. Litto Manual led the review of the Self-Study Report (SSR). Areas of strength and improvement were identified. All incomplete or unclear sections were flagged for immediate action, and the responsible faculty members were notified to address the deficiencies by a specified deadline.
3. The committee discussed preparations for the upcoming NAAC Peer Team Visit, with specific attention to documentation, infrastructure, and hospitality. Members were delegated the responsibility of overseeing specific aspects of the visit:
  - Documentation and data readiness: Dr. Litto Manual
  - Infrastructure and facility readiness: Dr. Sajil John
  - Logistics and hospitality for the peer team: Dr. Anjana Mohan Kumar
4. Responsibilities were clearly delegated for different aspects of the Peer Team Visit. Each team member was given specific tasks, and timelines were established for the completion of these tasks:
  - Campus preparation and tour logistics: Dr. Mazood Ahamed
  - Presentation to the Peer Team: Dr. Renu Ann Mathew
  - Coordinating with faculty and student representatives for interactions: Dr. Anu Mathew.



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## Internal Quality Assurance Cell

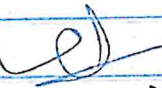








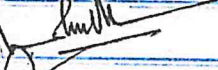




## Minutes of Meeting

Date: 27-05-24

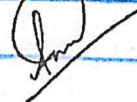
Time: 11:00 AM

Venue: IQAC Room

## Members Present:

Dr. Vinod Kumar R.B. Dr. Litta Manuel (Co-ordinator) Dr. Sharon Vincent Dr. Lakshmi Priya Dr. Amal E. A. Dr. Sajil John Dr. Anjana Mohan Kumar Dr. Renu Ann Mathew Dr. Bijimole Jose Dr. Nishin K. John Dr. Joby Paulose Dr. Priytha Alex. Dr. Mazood Ahamad Dr. Surya Suprabhanthra 

Dr. Albert Baby

Dr. Anu Mathew 

Prof. Dr. Vinod Kumar R B

Principal

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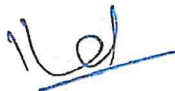

Minutes of Meeting

Date:-27-05-2024

Time: 11:00AM

Venue: IQAC Room

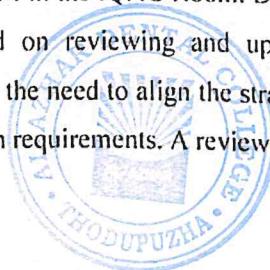
**Members Present:**

- Dr. Vinod Kumar R B (Principal) 
- Dr. Litto Manual (Coordinator)
- Dr. Sharon Vincent
- Dr. Lakshmipriya E.
- Dr. Amal E.A
- Dr. Sajil John
- Dr. Anjana Mohan Kumar.
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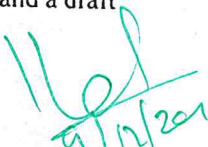
**Agenda:**

1. Review of Preliminary Strategic Plan
2. Other issues if any

On the 27th of May 2024, a meeting of the Internal Quality Assurance Cell (IQAC) was convened at 11:00 AM in the IQAC Room. Dr. Vinod Kumar R B initiated the discussion. The agenda focused on reviewing and updating the institution's strategic plan. The committee discussed the need to align the strategic plan with recent institutional goals and external accreditation requirements. A review of the current plan was scheduled, and a draft



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9/12/2021



of the updated strategic plan was presented. The committee discussed the proposed strategic plan, divided into short-term, medium-term, and long-term goals.

Dr. Vinod recommended revising the stakeholder feedback form developed by the Academic Council Committee.

It was also noted that internal audits have been conducted every six months, and a decision was made to request that the Finance Committee shift to quarterly audits.

Dr. Sharon proposed offering additional add-on and value-added courses across all departments.

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

1. The IQAC Team was tasked with overseeing the preparation and timely submission of the AQAR, along with other quality assurance processes.
2. The IQAC Team will compile all the necessary information and ensure the timely submission of the AQAR.
3. The IQAC team and Criteria 6 lead a task force for reviewing the current strategic plan and prepared a draft for the update.



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