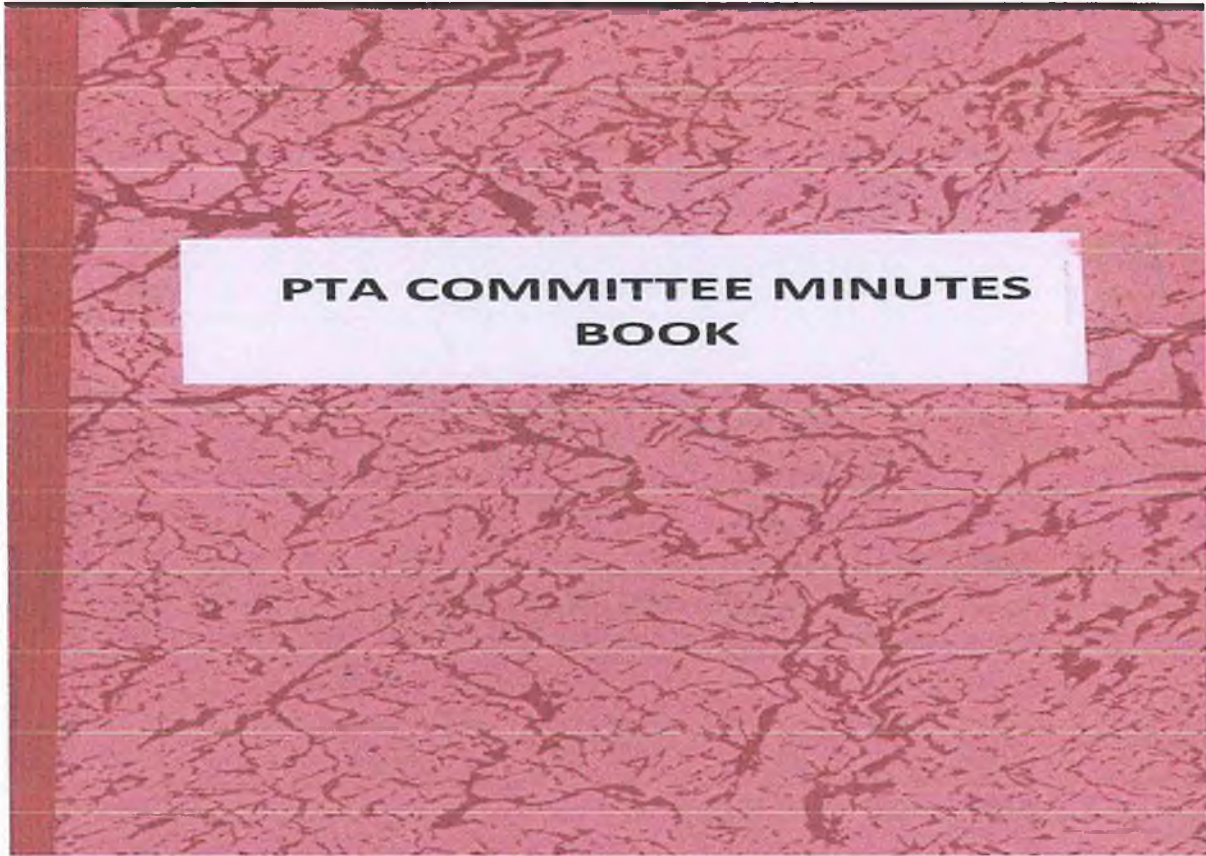




# AL-AZHAR DENTAL COLLEGE

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

*Handwritten signature and date: 13/12/24*

### Minutes of PTA meeting 2023

The 2<sup>nd</sup> executive committee PTA meeting for the year 2023 was held on 01-11-2023 at 10am in principal's chamber.

#### Members attended

- 1. Dr Harvey Thomas (principal Al Azhar dental college)
- 2. Dr. Amal EA (administrative officer Al Azhar dental college)
- 3. Dr. Litto Manuel (IQAC coordinator)
- 4. Dr Jayesh J Unnithan (PTA committee head)
- 5. All department HODs
- 6. Hostel wardens
- 7. Parent representatives:-

- Rajesh B
- Anas P M
- James Kurian
- P A Haridas
- Jose M C
- M A Rafeek
- Reji Geo Thomas

#### Agenda of the meeting

- 1. Welcoming new members to the committee
- 2. Lack of space in the hostel rooms
- 3. Students taking too many leaves during holiday season

The principal Dr. Harvey Thomas delivered the welcome address and welcomed the parent representatives heartily and briefed about the working of the committee. The minutes of the previous meeting read by Dr Jayesh, was approved unanimously. The principal then proceeded to discuss the hostel issues. He mentioned that the current year's intake was almost 100 students while the previous year witnessed a lag due to late admission post Covid-19. As there might be slight congestion in the rooms for a few months, he requested the parents to be supportive. He assured that once the current batch finishes their exams this issue will be sorted out. He further mentioned that the students were following the rules of the hostel with regards to timing and leave applications. He also put forward that, though students were given enough holidays during the festivals, they still take extra days prior and post the sanctioned holidays, which would further affect their attendance percentage. He further directed the parents and teachers to look into it and not encourage such leaves. Tea was served and the meeting adjourned by 11.30 am.

Harvey Thomas R B  
Principal  
Al-Azhar Dental College  
Thodupuzha - 685 605

#### Action taken

- 1. Students were following the rules of the hostel with regards to timing and leave applications
- 2. New members were familiarised with the working of the committee.



*[Signature]*  
Prof. Dr. Harvey Thomas MDS  
Principal  
Al-Azhar Dental College

*[Signature]*  
13/11/23



## Minutes of PTA meeting 2024

The 1<sup>st</sup> executive committee PTA meeting for the year 2024 was held on 18-01-2024 at 11 am in principal's chamber.

### Members attended

1. Dr Harvey Thomas (principal Al Azhar dental college)
2. Dr. Amal EA (administrative officer Al Azhar dental college)
3. Dr. Litto Manuel (IQAC coordinator)
4. Dr Jayesh Unnithan (PTA committee head)
5. All department HODs
6. Hostel warden
7. Parent representatives – James Kurian  
P A Haridas  
Jose M C  
M A Rafeek

### Agenda

1. Regarding attendance shortage
2. Need to put more effort in studies

The principal Dr. Harvey Thomas delivered the welcome address and thanked the parents for attending the meeting in spite of their busy schedule. The minutes of the previous meeting was read and approved unanimously. Dr Amal mentioned that the congestion in the hostel rooms are gradually being sorted out as planned earlier and the process is gaining momentum. The principal informed that the issue discussed earlier regarding taking pre and prior leaves before sanctioned holidays still persisted and that the parents need to be stricter regarding this matter. Parents will be notified regarding the same through EMBASE software alerts. He also stressed on the fact that students need to put more attention on their studies as the staff members are also working towards NAAC accreditation process of the college.

Refreshments were provided to all gathered. The vote of thanks was given by the IQAC Coordinator Dr. Litto Manuel. The meeting was adjourned by 11.45am.

### Action taken

1. Speeding up the process of sorting room congestion issue
2. Strict monitoring students unsanctioned leaves



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

Prof. Dr. Vinod Kumar R B  
Principal  
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