



Minutes of meeting

Name of Meeting	IQAC meeting
Date: 09-05-2023	Venue: board room

Agenda

1. Induction programe
2. Graduation ceremony
3. Quality assurance standards- KUHS accreditation

DETAILS OF TEAM MEMBERS

Sl no	FACULTY NAME	DESIGNATION	SIGNATURE
1.	Dr Manoj Kumar KP	Principal, HOD Department of oral & maxillofacial surgery	
2.	Dr Santhosh V C	NAAC co-ordinator Professor Department of periodontics	
3.	Dr Amith Adyanthaya	IQAC co-ordinator Professor Department of Pedodontics	
4.	Dr Harish Kumar V V	HOD Department of Periodontics	
5.	Dr Binu Purushothaman	HOD Department of Orthodontics	
6.	Dr Manoj Vengal	HOD Department of oral medicine	
7.	Dr Rajeesh Mohammed	HOD Department of Oral Pathology and microbiology	
8.	Dr Dhanya M	HOD Department of public health dentistry	
9.	Dr Elsy P Simon	HOD Department of Coservative Dentistry	
10.	Dr Sheejith M	HOD Department of prosthodontic	

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		Dentistry	
11.	Dr Abu Nazar N	Deputy IQAC co-ordinator Reader department of prosthodontics	
12.	Aswathy Vinod	Reader Department of oral & maxillofacial surgery	

MEETING REPORT

The 1st agenda of the meeting was induction programme. Dr Usha Balan, 1st year batch co-ordinator started the discussion regarding the conduct of induction programme. The date of conduction of the programme has been decided as on 20/09/23. Discussion regarding designing the brochures, assigning the roles of each faculty in the induction programme were decided. The programme schedule is discussed and modified based on the suggestions from the committee members. Dr Asif Ismail is decided as the moderator of the programme.

The 2nd agenda of the meeting was regarding the organisation of the convocation ceremony. Dr Aswathy, the in charge of interns formed the committee for the smooth conduction of the ceremony. The date confirmed for the ceremony was on 24/09/23. It has been decided to honour the faculties who has contributed significantly in research. the categories considered for the awards are faculty with highest number of publication and h-index, promising researcher award, candidates who secure grants. Dr Dhanya, research co-ordinator chooses the deserving candidates for the awards. It is decided to give endowment from Ramakrishnan sir to the oral surgery and pedodontics undergraduate toppers in KUHS university exams. Also the decision has been taken to owner faculties who has significantly contributed in NAAC accreditation.



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The 3rd agenda of the meeting was about QAS accreditation by KUHS. The date has been decided as 20/10/23. Dr Santhosh V accreditation co-ordinator, Dr Amith Adyanthaya IQAC co-ordinator explained the preparation of QAS to the principal. Dr Santhosh V concludes that we are well prepared to face the QAS inspection.

Copy to

1. Director
2. Vice Principal
3. All HODs
4. Administrative office
5. Academic meeting coordinator


Principal


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MINUTES OF MEETING

Name of Meeting	IQAC Meeting
Date:11-03-23	Venue: Board room

DETAILS OF TEAM MEMBERS

MEMBERS PRESENT

S.NO	FACULTY NAME	DESIGNATION AND AFFILIATION	SIGNATURE
CHAIRPERSON			
1.	DR MANOJ KUMAR	PRINCIPAL	
MEMBERS FROM MANAGEMENT			
2.	MR SAHIL	ASSISTANT DIRECTOR	
FACULTY MEMBERS			
3.	DR.BINU PURUSHOTHAMAN	HOD	
4.	DR HARISH KUMAR VV	HOD	
5.	DR MANOJ VENGAL	HOD	
6.	DR RAJEESH MOHAMMED	HOD	
7.	DR ELSY SIMON	HOD	
8.	DR.DHANYA MURALIDHARAN	HOD	
CO ORDINATOR /DIRECTOR OF IQAC			
9.	DR.AMITH ADYANTHAYA	IQAC CO-ORDINATOR	
10.	DR ABU NAZAR	DEPUTY IQAC CO-ORDINATOR	



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Mankulam, Mankulam



CORE COMMITTEE MEMBERS			
11.	DR SANTHOSH VC	NAAC CO ORDINATOR	
12.	DR GEORGE BABU	READER	
13.	DR VIDHYA VIJAYAN	SNR LEC	
14.	DR TIM PETER	SNR LEC READER	
15.	DR MONISHA	SNR LEC READER	
16.	DR ASWATHI VINOD	SNR LEC READER	
17.	DR ROHIT	SNR LEC	
18.	DR BAVITHA	SNR LEC	
19.	DR ANJU	SNR LEC	
ADMINISTRATIVE OFFICE MEMBERS			
20.	MRS SUJATHA S	ADMINISTRATIVE OFFICER	
21.	MRS PRAVITHA	PA TO DR AYESHA NAZREEN	
NOMINEE FROM LOCAL SOCIETY			
22.	DR MANOJ A	GENERAL PRACTITIONER	
NOMINEE FROM ALUMINI, STUDENT AND PARENT			
23.	DR AKHILESH	ALUMNI MEMBER	
24.	DR JOSEPH CC	PARENT REPRESENTATIVE	

Members absent

1. DR SHEEJITH – HOD, DEPARTMENT OF PROSTHODONTICS
2. DR MANOJ VENGAL – HOD DEPARTMENT OF OMR
3. DR ATHUL CHANDRA – SNR LEC
4. HARSHA – STUDENT REPRESENTATIVE

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AGENDAS OF THE MEETING

<u>SL.NO</u>	<u>AGENDAS</u>
1.	AQAR SUBMISSION -ROAD MAP
2.	PROGRESS OF CRITERIA WISE
3.	REVISION OF SOP
4.	SCHEDULING OF INTERNAL AUDIT
5.	AUTONOMOUS AND NIRF STATUS
6.	Any other with permission of chair.

PROCEEDINGS

The meeting began at 11:00 am with the IQAC chairman welcoming the attendees meeting.

- AQAR submission was briefed by DR Abu, Deputy coordinator. And requested to complete documentation by October.



Dr. M. A. J. J. J. J. J.
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- Inclusion of more sop's were suggested by IQAC chairman and IQAC coordinator and deadline was scheduled.
- Internal auditing date was confirmed on 22nd and 23rd may 2023
- The current NIRF autonomous status proceedings and advantageous of being one was discussed as the institution is awaiting for UGC and university approval.

ANY OTHER WITH THE PERMISSION OF CHAIR

- IQAC coordinator, proposed the vote of thanks to all IQAC members. The next IQAC meeting was unanimously proposed after 4 months.

The meeting was adjourned at 1:30pm.

.....
DR MANOJ KUMAR K P

IQAC chairman

.....
DR AMITH ADYANTHAYA

IQAC coordinator

Copy to Principal

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2. Principal
3. IQAC
4. All HODs
5. Administrative office



.....
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ASSESSMENT OF AQAR STATUS AS ON 28.2.2023 BY IQAC

A criteria wise evaluation was done by Dr Santhosh ,Dr Amith Adyanthaya and Dr Abu Nazar from 25.2.2023 onwards, after interacting with various criteria heads and their support team certain conclusion and recommendations were drawn, the need of the hour requirements were identified criteria wise.

CRITERIA 1

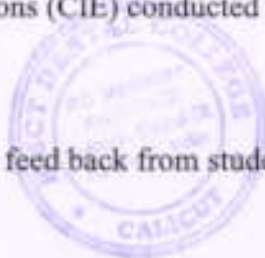
Dr Ranjith

1. Formation of curriculum committee/members and schedule a immediate meeting at the earliest.
2. Formation of academic council at the earliest with one immediate meeting of the same.
3. Each dept to conduct one value added course within this academic year.
4. Even distribution of various other courses like capability enhancement, soft skill ,value based education and other cross cutting issues among the Depts.
5. Each dept to have minimum number of certificate and add on courses.
6. automated feedback on curriculum from various stake holders and action to be taken.

CRITERIA 2

Dr. Anju

1. Special programs for slow performers and advanced Learners.
2. Student-centric methods to be effectively implemented feed back has to be taken.
3. Training programs for the faculty in the use of clinical skills lab and simulation methods of teaching-learning.
4. Details of Continuous Internal Evaluations (CIE) conducted during the last year and report of grievances received.
5. To update CO,PO,PSO for the year and feed back from students and analysis report.



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6. Automated feedback on Course outcome from various stake holders and action to be taken.
7. The result analysis performed by department and trend analysis for the last year in graphical form
8. The e-training programs for staff has to be conducted
9. Delivery of e-contents / e-courses / video lectures / demonstrations by staff on their subjects
10. Implementation of OSCE/OSPE
11. Academic calendar
12. PTA Meetings for all batches with separate feedback form.

CRITERIA 3

Dr Dhanya

1. MOUs to be made more functional.
2. Staffs to increase their publications in scopus, pubmed, and web of science journals.
3. Phd aspirants to choose guides from our own institutions.
4. Staffs to be encouraged to apply for NGOs and industrial grants.

CRITERIA 4

Dr Tim

1. Update the various institution facilities.
2. Financial audit for 2022.
3. Update details on superspeciality hospital.
4. Details of new edition of books purchased 2022-2023
5. Maintenance dept to be activated with mail allocation of incharge.



[Handwritten Signature]
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CRITERIA 5.

Dr Subin

1. Students benefited by scholarships/ freeships / fee- waiver
2. Capability enhancement programme.
3. Competitive examinations and career counseling offered by the Institution.
4. International student cell
5. Periodic meetings of the grievance committee with minutes
6. List of students qualifying in state/ national/ international level examinations during the year.
7. Number of outgoing students who got placed / self-employed during the year
8. Outgoing student progression to higher education
9. Sports and cultural activities/competitions organised by the Institution during the year
10. Alumni Association to be registered.
11. Contribution by the Alumni Association.

CRITERIA 6

Mrs Sujatha

Dr George

1. Minutes of the College Council.
2. Institutional budget statements 22-23.
3. SOPs and policy documents
4. Policy document on the welfare measures.
5. List of beneficiaries of welfare measures.
6. Conference/ workshop attended for which financial support was provided.22-23
7. Continuing education programmes, entrepreneurship development programmes, Professional skill development programmes, Training programmes for administrative staff and technical staff.

8. Refresher Course, Short Term Course and any other course y during the year.
- 9 functioning of the Performance Appraisal System for teaching and non-teaching staff.
10. Annual report of the College.
11. Resource mobilization policy document.
12. internal and external financial audits 22-23.

CRITERIA 7

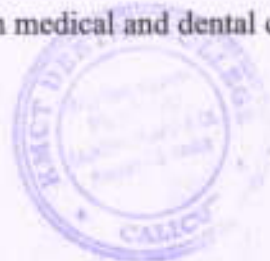
Dr Rohith

1. Programme on Gender equity and action plan on gender equity sensitization.
2. Management of hazardous chemical waste-to be associated with external agency.
3. Update with geotag photos required.
4. Renewal of green audit.
5. Committe for code of conduct.
6. Organisation of alumni meet.
7. Specially abled friendly washroom.
8. Programme on professional ethics and code of conduct.
9. Empathy awareness programme for staff on pallative patient and specially abled.
10. Tribal camp data collection.

CRITERIA 8

Dr Bavitha

1. NEET rank and percentile current academic year.
2. Geo tagged photos of preclinical facilities in medical and dental college.
3. Update the CSSD register.



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4. Update high end equipment in speciality clinic.
5. Disinfection register.
6. Programme on patient care,infection control,biomedical waste management,professional ethics,orientation for interns.
7. FDP on emerging trends in educational technology.

ROAD MAP OF AQAR BY IQAC

- By **JUNE** -Criteria heads to submit all the relevant documents to IQAC with all completed programs with their respective criteria
- By **JULY** -DVV by IQAC
- By **AUGUST**- Scanning of documents
- By **October**- Submission of AQAR.


IQAC COORDINATOR

Dr. Amith Adyanthaya


IQAC CHAIRMAN

Dr. Manoj Kumar




Principal
KJCT Dental College
Manassery, Mutkham



MINUTES OF MEETING

Name of Meeting	IQAC Meeting
Date:10-01-23	Venue: Board room

DETAILS OF TEAM MEMBERS

MEMBERS PRESENT

S.NO	FACULTY NAME	DESIGNATION AND AFFILIATION	SIGNATURE
CHAIRPERSON			
1.	DR MANOJ KUMAR	PRINCIPAL	
MEMBERS FROM MANAGEMENT			
2.	MR SAHIL	ASSISTANT DIRECTOR	
FACULTY MEMBERS			
3.	DR.BINU PURUSHOTHAMAN	HOD	
4.	DR HARISH KUMAR VV	HOD	
5.	DR MANOJ VENGAL	HOD	
6.	DR RAJEESH MOHAMMED	HOD	
7.	DR ELSY SIMON	HOD	
8.	DR.DHANYA MURALIDHARAN	HOD	
CO ORDINATOR /DIRECTOR OF IQAC			
9.	DR.AMITH ADYANTHAYA	IQAC CO-ORDINATOR	
10.	DR ABU NAZAR	DEPUTY IQAC CO-ORDINATOR	





CORE COMMITTEE MEMBERS			
11.	DR SANTHOSH VC	NAAC CO ORDINATOR	
12.	DR GEORGE BABU	READER	
13.	DR VIDHYA VIJAYAN	SNR LEC	
14.	DR TIM PETER	SNR LEC <i>Rebner</i>	
15.	DR MONISHA	SNR LEC	
16.	DR ASWATHY VINOD	SNR LEC	
17.	DR ROHIT	SNR LEC	
18.	DR BAVITHA	SNR LEC	
19.	DR ANJU	SNR LEC	
ADMINISTRATIVE OFFICE MEMBERS			
20.	MRS SUJATHA S	ADMINISTRATIVE OFFICER	
21.	MRS PRAVITHA	PA TO DR AYESHA NAZREEN	
NOMINEE FROM LOCAL SOCIETY			
22.	DR MANOJ A	GENERAL PRACTITIONER	
NOMINEE FROM ALUMINI, STUDENT AND PARENT			
23.	DR JAVED	ALUMNI MEMBER	
24.	DR JOSEPH CC	PARENT REPRESENTATIVE	

Members absent

1. DR SHEEJITH – HOD, DEPARTMENT OF PROSTHODONTICS
2. DR MANOJ VENGAL – HOD DEPARTMENT OF OMR
3. HARSHA – STUDENT REPRESENTATIVE



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Principal
KMCT Dental College
Manssery, Mukkam





AGENDAS OF THE MEETING

<u>SL.NO</u>	<u>AGENDAS</u>
1.	AQAR SUBMISSION -ROAD MAP -Dr Amith
2.	CRITERIA WISE BRIEFING FOR AQAR- Dr Abu/Dr Amith
3.	UPGRADATION OF WEBSITE and SOP's-Dr Anish/Dr Amith
4.	RESTRUCTURING OF ORGANOGRAM: PROCEEDINGS-Dr Santhosh
5.	BRIEFING OF VARIOUS COMMITTEES-Dr Santhosh
6.	AUTONOMOUS STATUS Briefing's Mrs Sujatha
7.	Any other with permission of chair.

PROCEEDINGS

The meeting began at 11:00 am with the IQAC chairman welcoming the attendees for the first IQAC meeting for second cycle of accreditation also acknowledge the presence of Mr Sahil, assistant director KMCT group of institutions with official handing over of A⁺ NAAC certificate.

1.IQAC Director thanked the IQAC members, HOD's, criteria heads, committee members for their wholeheartedly support for the IQAC for the first cycle of NAAC inspection and proceeded with briefing of AQAR submission for academic





year 2021-2022. After discussion with various criteria heads it was decided to support each criteria in charge with more staffs. A timebound work culture to be initiated by various criteria with minimum of 2 hours to work for AQAR. This was seconded by IQAC chairman. It was decided the deadline will be Nov 30th, 2022.

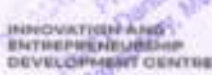
- Roadmap to AQAR submission was briefed by DR Abu, Deputy coordinator. And requested to relieve staff for 2 hrs from the department for the effective documentation.

3. UPGRADATION OF WEBSITE – DR ANISH

- Shortcomings and upgradation of the website was discussed by website in charge Dr Anish.
- Requested HOD's to timely update staff and student's achievements
- Alumni testimonials has to be updated.
- IQAC coordinator suggested to implement the website validation and quantification by introduction of TET (traffic estimation tools), software's like WORD PRESS PLUG IN and GOOGLE ANALYTICS can be utilized effectively for the same.
- It was decided by IQAC Chairman to revise around 50 SOPs for the institution. The work has been already distributed to various core committee members. The various SOP's shall be completed by DEC 30TH 2022.

4. RESTRUCTURING OF ORGANOGRAM: PROCEEDINGS - Dr SANTHOSH

- Considering the recent proceedings, it was decided by the management and IQAC chairman to restructure the organogram for effective quality functioning of the institution.





- Dr Santhosh briefed on the changes required for organogram and shall be implemented soon after consecutive meeting with the management.
- Functioning of various committee was briefed and requested the principal to come out with the strategic plan of minimum activity for various committee and clubs for every academic year.

5.AUTONOMOUS STATUS BRIEFING'S MRS SUJATHA

- As a strategic and perspective planning of the institution it has been decided by the management to apply for autonomous status. AO Briefed the attendees on the current autonomous status proceedings and advantageous of being one was discussed as the institution is awaiting for UGC and university approval.

ANY OTHER WITH THE PERMISSION OF CHAIR

- NAAC coordinator suggested the change in college timings from 8am to 3 pm and utilization of 1 hour after college timings for other activities like value added courses, add on courses and various club activities.
- IQAC coordinator, proposed the vote of thanks to all IQAC members. The next IQAC meeting was unanimously proposed after 3 months.

The meeting was adjourned at 1:30pm.





.....
DR MANOJ KUMAR K P

IQAC chairman

.....
DR. AMITH ADYANTHAYA

IQAC coordinator

Copy to Principal

1. Director
2. Principal
3. IQAC
4. All HODs
5. Administrative office



.....
DR. MANOJ KUMAR K P
Principal
KMCT Dental College
Mukkam





KMCT DENTAL COLLEGE

Recognised Research Centre of Kerala University of Health Sciences

Recognised by Dental Council of India and Govt. of India

KMCT Medical College Campus, Makkam, Kozhikode-673602

Phone: (0495)2292002, 2292004

E-mail: dental@kmct.edu.in, website: www.kmctdentalcollege.org

MINUTES OF MEETING

Name of Meeting	IQAC Meeting
Date:24-06-2022	Venue: IQAC ROOM

DETAILS OF TEAM MEMBERS

MEMBERS PRESENT

S.NO	FACULTY NAME	DESIGNATION AND AFFILIATION
CHAIRPERSON		
1.	DR MANOJ KUMAR C	PRINCIPAL <i>JK</i>
MEMBERS FROM MANAGEMENT		
2.	DR.AYSHANAZREEN	DIRECTOR
3.	MR SALIM	HR <i>Salim</i>
FACULTY MEMBERS		
4.	DR.BINU PURUSHOTHAMAN	HOD <i>Binu</i>
5.	DR HARISH KUMAR VV	HOD <i>Harish</i>
6.	DR MANOJ VENGAL	HOD <i>Manoj</i>
7.	DR SHEEJITH M	HOD <i>Sheeji</i>
8.	DR ELSY	HOD <i>Elsy</i>
9.	DR.RAJEESH MOHAMMED P K	HOD <i>Rajeesh</i>
10.	DR.DHANYA MURALIDHARAN	HOD <i>Dhanya</i>
CO ORDINATOR /DIRECTOR OF IQAC		
11.	DR.AMITH ADYANTHAYA	IQAC CO- ORDINATOR <i>Amith</i>
12.	DR ABU NAZAR	DEPUTY IQAC CO- ORDINATOR <i>Abu</i>
13.	DR SANTHOSH VC	NAAC CO ORDINATOR <i>Santhosh</i>



KMCT Dental College
Makkam, Kozhikode



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E-mail: dental@kmct.edu.in, website: www.kmctdentalcollege.org

14.	DR VIDHYA VIJAYAN	SNR LEC	<i>[Signature]</i>
15.	DR ATHUL CHANDRA	SNR LEC	<i>[Signature]</i>
16.	DR TIM PETER	SNR LEC Reader	<i>[Signature]</i>
17.	DR MONISHA	SNR LEC	<i>[Signature]</i>
18.	DR ASWATHY VINOD	SNR LEC	<i>[Signature]</i>
19.	DR ROHIT	SNR LEC	<i>[Signature]</i>
20.	DR BAVITHA	SNR LEC	<i>[Signature]</i>
ADMINISTRATIVE OFFICE MEMBERS			
21.	MRS SUJATHA S	ADMINISTRATIVE OFFICER	<i>[Signature]</i>
NOMINEE FROM LOCAL SOCIETY			
22.	DR MANOJ A	GENERAL PRACTITIONER	<i>[Signature]</i>
NOMINEE FROM ALUMNI, STUDENT AND PARENT			
23.	DR AKHILESH	ALUMNI MEMBER	<i>[Signature]</i>
24.	DR JOSEPH CC	PARENT REPRESENTATIVE	<i>[Signature]</i>

Members absent

1. DR GEORGE BABU -READER



[Green Mark]
Dr. MANOJ KISHOR K.P.
Principal
KMCT Dental College
Mankassery, Mulkam



KMCT DENTAL COLLEGE

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AGENDAS OF THE MEETING

<u>S.NO</u>	<u>AGENDAS</u>
1.	Review of the previous meeting
2.	Scheduling of External audit.
3.	Preparation for university exams.
4.	Supervision on cultural activities in the college.
	Any other matter with permission of the Chair.
5.	

PROCEEDINGS

The meeting began with the chairman welcoming the attendees.

The meeting began at 10.30 am.

1. Action taken on the decision of the previous meeting held on jan 2022

Action taken report

2. Internal auditing completed in all the departments.
3. Academic planning for the postgraduates.
4. Analysis of various programs conducted by various departments.

Dr. MANOJ KUTTIYAN, P
Principal
KMCT Dental College
Manassery, Mulkam





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- IQAC coordinator, proposed the vote of thanks to all IQAC members. The next IQAC meeting was unanimously proposed after 4 months.

The meeting was adjourned at 1:00pm.

.....
DR MANOJ KUMAR K P

IQAC chairman

Dr. AMITH ADYANTHAYA
IQAC Coordinator

.....
DR. AMITH ADYANTHAYA

IQAC coordinator

Copy to Principal

1. Director
2. Vice Principal

Dr. MANOJ KUMAR K.P
Principal
KMCT Dental College
Manssary, Makkam

