



TO WHOM SO EVER IT MAY CONCERN

This is to certify that the information in the attached document is verified by me and is true to the best of my knowledge.




PRINCIPAL

Dr. MANOJ KUMAR, K.P
Principal
KMCT Dental College
Manassery, Mulkulam

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KMCT
DENTAL COLLEGE

CURRICULUM COMMITTEE MEETING MINUTES 2023-24

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Minutes of meeting

Name of Meeting	Curriculum Committee Meeting
Date 19/01/2024	Venue Principal's chamber

DETAILS OF TEAM MEMBERS

CHAIRPERSON

Dr. MANOJ KUMAR KP (Principal, HOD Dept Of OMBS)

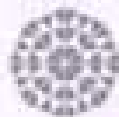
Dr SHEEJITH M	Professor, HOD Dept of Prosthodontics	
Dr HARISH KUNAR VV	Professor, HOD Dept of Periodontics	
Dr BINU PERUSHOTHAMAN	Professor, HOD Dept of Endodontics	
Dr MANOJ VENGAL	Professor, HOD Dept of OMBS	
Dr RAJEESH MOHAMMED	Professor, HOD Dept of Oral Pathology	
Dr DHANYA M	Professor, HOD Dept of PPD	
Dr ELSY P SIMON	Professor, HOD Dept of Conservative Dentistry	
Dr AMITH ADYANTHAYA	Professor, HOD Dept of Pedodontics	
Dr RANJITH M	Professor, Dept of Prosthodontics	
AALIYA THAHAZINE	Student Representative	

Agenda

- Hosting National level Conferences
- Appraisal System

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- Effective implementation of EMR
- Upcoming Value Added and Certificate Courses

The principal addressed the meeting and greeted everyone with a Happy New Year.

The following decisions were taken in the meeting:-

- We have to increase our visibility by hosting national-level conferences. We need financial support to host such a conference and management should permit to take assistance from sponsors

- Appraisal system:-

We have started with an appraisal system. Non-teaching staff appraisal systems have been sent to the Director, administration, and HR.

- Committee:-

All staff should be involved in committees to give equal participation and opportunity to all. The academic council has been going on well in a very smooth and systematic manner which has improved our undergraduate results.

- Principal asked for suggestions if we can make shift mandatory from 4 to 5 pm and is under consideration.

- Clinical administration:-

Extensive work is done because of poor data entry facility. The important EMR is not occurring. Dr. Manoj Verma said that the system is not equipped to satisfy the requirement for data entry. Lots of modifications have to be implemented for the effective entry of patient data. The system is placed elsewhere and not directly beside the patient. It can be rectified if a TABLET is used. E-filing system has to be implemented at least this year.

A daily report of patient statistics has to be verified and feedback has to be marked, and timely corrections should be made.

- CDE:-

Dr. Rajeesh Muhamed said that he is not able to conduct because of poor financial assistance. Clarity regarding funds should be made. External college should also be included for CDE. Clarity on sponsorship should be given by management.

- International Conference:-

A conference has to be organized by the institution, tentatively to be scheduled in upcoming September.

Handwritten initials

Dr. MANOJ K. VERMA

Principal

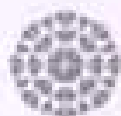
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- Library Committee:-

All HODs are instructed to give the list of books to be purchased. A New Librarian is not appointed. Staff Retention is had in the Library. Library hours should be implemented.

- SSGP:-

All university guidelines should be followed and updated from time to time. Minute books should be updated.

- NSS:-

Dr Makal Madav has taken up the responsibility and is planning to take up the area to do gardening.

- Innovation Cell

We are supposed to adopt the policy of IEDC. We are moving forward to start a TBI.

A question is asked how can we support students coming up for innovation regarding Attendance, Finance etc. A student can be given 5 % attendance if the student has an attendance shortage working with IEDC activities. Duty Leave for faculty who are involved in research.

Dr. Ravi is deputised on duty every Tuesday for IEDC activities.

IPR clinic will be opened with an external faculty who will guide us for patents, copyrights etc.

- FDP:-

FDP for faculty improvement should be Updated- Dr. Vargha Raheema is in charge of FDP.

- Decision on value added course and certificate course was made.

Certificate courses

Minor oral Surgery Principles – A skill enhancement program – 22.03.2024

Rotary Endodontics in Pediatric Dentistry – 18.04.2024

Advances in Preventive dentistry – 25.04.2024

Clinical Training Program in Management of TMD – 20.05.2024

Master Class in Aligners – 20.06.2024

Value added course

Basic research methodology for biomedical students – 05.02.2024

Dental photography – 15.05.2024

Interaction of MRI with dental materials – 26.02.2024

Beyond braces – A comprehensive in- office aligner course – 28.02.2024

Smiles – the curve that sets things straight – 22.03.2024

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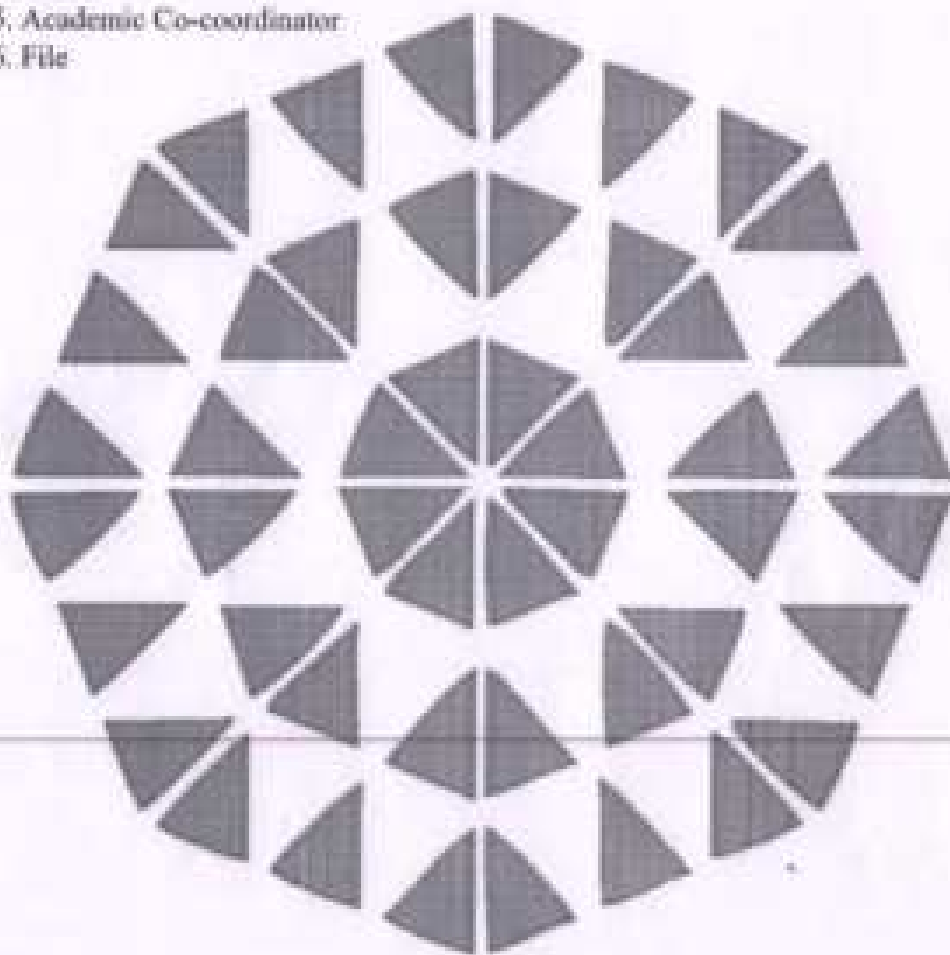


All committees should give tentative dates for the upcoming year till December 2024.

The meeting was adjourned with tea and snacks.

Copy to:

1. Director
2. All HODs
3. Administrative officer
4. IQAC
5. Academic Co-coordinator
6. File



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Minutes of meeting

Name of Meeting	Curriculum Committee Meeting
Date 09/06/2023	Venue: Principal's chamber

DETAILS OF TEAM MEMBERS

CHAIRPERSON

Dr. MANOJ KUMAR KP (Principal HOD Dept. Of OMFS)

Dr SHEEJITH M	Professor, HOD Dept of Prosthodontics	
Dr HARISH KUMAR VV	Professor, HOD Dept of Periodontics	
Dr BINU PURUSHOTHAMAN	Professor, HOD Dept of Orthodontics	
Dr MANOJ VENUGAL	Professor, HOD Dept of OMFS	
Dr RAJEESH MOHAMMED	Professor, HOD Dept of Oral Pathology	
Dr DHANYA M	Professor, HOD Dept of PHD	
Dr ELSY P SIMON	Professor, HOD Dept of Conservative Dentistry	
Dr AMITH ADYANTHAYA	Professor, HOD Dept of Pedodontics	
Dr RANJITH M	Professor, Dept of Prosthodontics	
MALAVIKA PA	Student Representative	

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Mullam, Mulkam



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Agenda Of The Meeting

- I. DCI Inspection
- II. UG Academics
- III. PG academics
- IV. Research activities
- V. NIRF Ranking
- VI. Patient flow

Principal Dr Manoj Kumar K.P addressed the gathering.

• Inspection: -

Starting PG courses (year enhancement from 3 to 5)- PHD & Periodontics
All HODs & staffs should be aware about inspection Proforma & data to be filled.
All should be aware about joint effort required to hold the integrity of the institution.
HODs are responsible for irregularities in Proforma & supporting documents of each faculty.

• Importance of SRC: -

All HODs should attend SRC meeting with full time involvement.

• Research Grant: -

Grants are open throughout the year and it is the responsibility of grant in-charge to inform the community. All departments should assign faculty for research. Dr Manoj Kumar suggested to appoint an external faculty who knows the detail about grants so that will be beneficial for others. Junior faculty in every department should work for Grant.

• Internship: -

Many interns are delaying their joining which will not be entertained. No stipend will be given during extension after 12 months of regular joining.

• Complaints: -

Dr Elsy complained about chair complaints. Dr Sheela commented of few repair works of their equipments. Cephalometer in department of OMR wasn't repaired. LCD projector is also not working properly.

• New Courses: -

Institute is planning to start DORA, DM & DH courses and is expecting inspection in the upcoming months.

• Research activities: -

Dr Dhanya Muralidharan informed that UG research activities have been initiated.



Dr. MANOJ KUMAR K.P
Principal
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Mangalore, KARNATAKA

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• **NIRF Ranking of the institution: -**

Many criteria are considered in NIRF ranking student strength including doctoral studies, PhD staffs, financial resources and utilization, graduation outcomes, high impact journal publication, IPR and patency, PhD students graduated, outreach inclusivity, women diversity, economically challenged students' ratio, economically & socially challenged students, facility for physically challenged students, perception ranking, peer perception .

• **Institutional Journal: -**

Institute is planning for journal up gradation by indexing it. Karnataka based team has approached the institute to upgrade indexing of our journal. Instead of review articles, Original researches should be send to college journal which will upgrade the quality of the journal.

• **Patient flow**

Insurance and separate counter for ramp patients might increase the patient flow

• **It was decided to conduct the following certificate courses and value added courses.**

• **Certificate Courses**

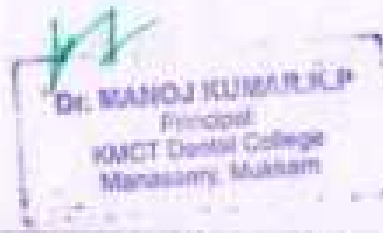
- Introduction To Basic Histotechnology- Demo- 19/08/2023
- Basic Implantology- 18/09/2023
- Posterior Composite Restoration- 04/10/2023
- CBCT For Implant Planning- 20/11/2023

• **Value Added Courses**

- Opening Doors To Insect Biotechnology- 20/07/2023
- Mastering Patent- 01/10/2023
- Basic Life Support- 20/11/2023
- Clinical Practice Management- 08/01/2024

Copy to

1. Principal
2. Director
3. All HODs
4. Academic Co-ordinator
5. Administrative office



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