

6.5.1 Institution has a streamlined Internal Quality Assurance Mechanism



PRIYADARSHINI
DENTAL COLLEGE AND HOSPITAL

(Approved by Dental Council of India, New Delhi & Affiliated to The Tamilnadu Dr. M.G.R Medical University, Chennai - 32.)

EDCE/Cir/IQAC/4/APRIL-2023


Date: 08.04.2023

CIRCULAR

There will be a IQAC meeting regarding Reasearch, Innovations and Extension on 14.04.2023 from 10.30 AM TO 12.00 Noon. All criteria incharges are requested to attend.

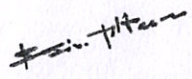
AGENDA:

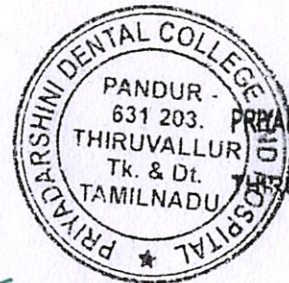
1. Current status of Publication work of staffs
2. To Organise of programs related to research
3. NIRF
4. Any other matter


IQAC CO-ORDINATOR
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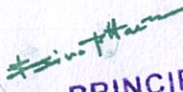
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1. Chairman Office
2. M.D office
3. CEO office
4. PDCH office
5. All Departments


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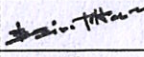

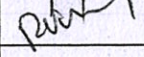
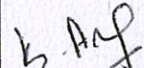
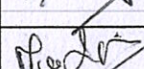
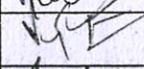
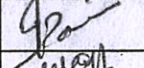
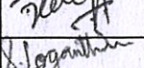
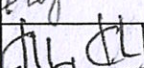
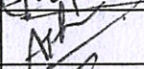
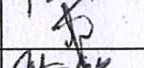
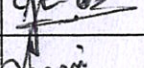
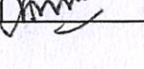
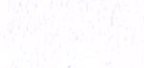
Tel: 044 2374 1616/1717/1818/1919

Campus Off: No. 1, V.G.R Gardens, V.G.R Nagar, Pandur - 631203. Thiruvallur.

Tel: 044-2765 0160 / 16 Mobile: 98417 35858. PDCH.IN

IQAC MINUTES OF THE MEETING

The fourth IQAC meeting was held with Research, Innovation and Extension in-charge faculty members and IQAC members on 14/4/2023 at the Principal chamber. The following members attended the meeting.

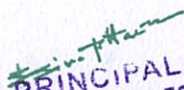
S.No.	Name of the member	Designation	Role in IQAC	Signature
1	Dr.B.Sivapathasundharam	Principal	Chairperson	
2.	Dr. R. Ganesh	Professor and Head	IQAC coordinator	
3.	Dr. Veerakumar R.	Vice Principal	Criteria 4 Head	
4	Mr. K. Angayarkannan	CEO	Senior Administrative Official	
5	Dr. M.R.C. Rajeswari	Professor and Head	Criteria 1 Head	
6	Dr. C. Vijayadhith	Professor and Head	Criteria 5 Head	
7	Dr. I. Paavai	Professor and Head	Criteria 3 Head	
8	Dr. T. Sridhar	Professor and Head	Criteria 6 Head	
9	Dr. S. Loganathan	Professor and Head	Criteria 7 Head	
10	Dr. Abby Abraham A	Professor and Head	Criteria 2 Member	
11.	Dr. A. Jayasenthil	Professor and Head	Criteria 2 Head	
12.	Dr. Vasanth Ayswarya V	Reader	Criteria 3 Member	
13	Dr. Gomathi G.D	Senior Lecturer	Criteria 3 Member	
14	Dr. Ashmi A.J	Senior Lecturer	Criteria 3 Member	

Leave of Absence: None

Current status of Publication work of staffs

The Principal, Dr. B. Sivapathasundharam asked the Research Committee chairperson, Dr. I. Paavai about the current status of the research works. Dr. I. Paavai replied that the publication count is minimal for which Principal asked all the staff members to publish at-least two individual publications per year. He emphasised that it would be essential for the improvement of resume by increasing the research points. Everyone in the meeting agreed for it.

To organise programs related to research work


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Dr. Jayasenthil, Professor and Head, Department of Conservative Dentistry and Endodontics, suggested to conduct various research related lectures and the idea was welcomed by other attendees. Principal insisted Dr. I. Paavai to organise one such program on writing for grants as soon as possible.

Principal instructed the faculty members to have a regular check on ICMR website for any new updates. He further added to encourage students to do more short term studentship projects as ICMR welcomes innovative ideas from young aspiring minds. He also reminded to publish the research papers in journals indexed in SCOPUS, PUBMED, Web of science and UGC care list.

Principal explained on plagiarism and how important it is to minimise plagiarism for the quick acceptance by the journals.

Principal directed Dental education unit to organise a faculty development program on Predatory publication which might be an eye-opening session for many researchers.

As college is working towards NAAC, Principal insisted the staff members to proceed for National Institutional Ranking Framework (NIRF) in the near future. He also said that all the staff members need to be oriented towards NIRF . He also asked Dr. Ganesh, IQAC co-ordinator to organise a orientation program on NIRF.

Any other matter

Principal constantly warned the staff members not to use mobile phones during OP hours. Dr. C. Vijayadhith, Professor and Head, Department of Orthodontics requested to allow the usage of mobile in the staff room. Dr. Veerakumar, Vice Principal, requested Principal to make necessary arrangements for land connection for which the Principal retorted that the proper network connections will be arranged after a discussion with the management.

#sin-ptham
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PDCH/ Cir/ IQAC/ 3 /JAN-2023

Date: 03.01.2023

CIRCULAR

There will be an IQAC meeting regarding Curriculum aspects on 6.01.2023 from 10.00 AM to 11.00 AM. All criteria incharges are requested to attend.

AGENDA:

1. Curricular aspects
2. Field visits ✓
3. Starting of value added courses
4. Any other matter

[Signature]
IQAC CO-ORDINATOR
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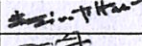

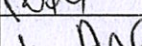
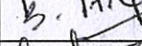


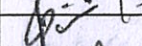
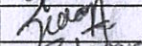
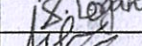
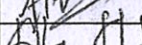
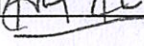

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IQAC MINUTES OF THE MEETING

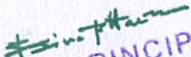
The third IQAC meeting was held with curricular aspects in-charge faculty members and IQAC members on 6/1/2023 at the Principal chamber. The following members attended the meeting.

SL. No.	Name of the member	Designation	Role in IQAC	Signature
1	Dr.B.Sivapathasundharam	Principal	Chairperson	
2.	Dr. R. Ganesh	Professor and Head	IQAC coordinator	
3.	Dr. R. Veerakumar	Vice Principal	Criteria 4 Head	
4	Mr. K. Angayarkannan	CEO	Senior Administrative Official	
5	Dr. M.R.C. Rajeswari	Professor and Head	Criteria 1 Head	
6	Dr. Sheela Kumari	Reader	Criteria 1 Member	
7	Dr. C. Vijayadhith	Professor and Head	Criteria 5 Head	
8	Dr. I. Paavai	Professor and Head	Criteria 3 Head	
9	Dr. T. Sridhar	Professor and Head	Criteria 6 Head	
10	Dr. S. Loganathan	Professor and Head	Criteria 7 Head	
11.	Dr. A. Jayasenthil	Professor and Head	Criteria 2 Head	
12.	Dr. Abby Abraham A	Professor and Head	Criteria 2 Member	

The Chairperson IQAC discussed with the criteria Head Dr. M. R. C. Rajeswari, Professor and Head, Department of Oral Pathology, regarding the curriculum planning, delivery and evaluation in our college. The Chairperson IQAC also enquired about the fulltime teachers participating in Board of Studies in Tamil Nadu Dr. M.G.R. Medical University. Dr. M. R. C. Rajeswari replied that she will enquire about the same.

The Chairperson IQAC enquired whether inter-disciplinary/ inter-departmental courses were planned for the current academic year. Dr. Sheela Kumari, Reader, Department of Prosthodontics, and Crown and Bridge asked whether basic science subjects could be considered as inter department courses. The Chairperson IQAC said it can be considered provided the subjects stresses on applications in dentistry. The Chairperson IQAC asked whether field visits was arranged for the final years for which Dr. R. Ganesh, Professor and Head, Department of Public Health Dentistry, replied field visit will be arranged soon either at the Chembarambakam water treatment plant or milk factory at Thiruvallur.

The Chairperson IQAC insisted to create the feedback forms regarding curricula/syllabi for the students, teachers, employers, Alumni, Professionals. He also added that value added courses need to be conducted and to be organised regularly. He asked Dr. Sheela Kumari


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about soft skills. She replied that pre clinical works the students do are the soft skills for which he replied that personality skills development are the soft skills. He insisted that auditorium will be opened soon. He insisted that academic calendar need to be prepared and adhered strictly. Internal assessment exam need to be conducted on time and also discussed about the changes in the time table. He told to plan for the upcoming induction day and to conduct exams as MCQs to distinguish between slow and fast learners.

Srinivasan
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PDCH/ Cir/ IQAC/ 2 /OCT-2022

Date: 03.10.2022

CIRCULAR

There will be an IQAC meeting regarding NAAC preparation with Mr. Chidambaram, Registrar, Karpaga Vinayaga group of institutions on 18/10/2022 from 1.30 PM to 3.30 PM. All Faculty members are requested to attend.

IQAC CO-ORDINATOR

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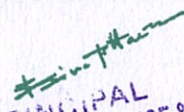
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IQAC MINUTES OF THE MEETING

The Internal Quality Assurance Cell of PDCH organised a NAAC preparation meeting with Mr. Chidambaram, Registrar, Karpaga Vinayaga group of institutions on 18/10/2022 at the board room from 1.30PM to 3.15 PM.

The following members attended the meeting.

S.No.	Name of the member	Designation	Role in IQAC	Signature
1	Dr.B.Sivapathasundharam	Principal	Chairperson	<i>[Signature]</i>
2	Dr. Veerakumar R	Vice Principal	Criteria 4 Head	<i>[Signature]</i>
3.	Dr. R. Ganesh	Professor and Head	IQAC coordinator	<i>[Signature]</i>
4	Dr. M.R.C. Rajeswari	Professor and Head	Criteria 1 Head	<i>[Signature]</i>
5	Dr. C. Vijayadhith	Professor and Head	Criteria 5 Head	<i>[Signature]</i>
6	Dr. T. Sridhar	Professor and Head	Criteria 6 Head	<i>[Signature]</i>
7	Dr. I. Paavai	Professor and Head	Criteria 3 Head	<i>[Signature]</i>
8	Dr. A. Jayasenthil	Professor and Head	Criteria 2 Head	<i>[Signature]</i>
9	Dr. S. Loganathan	Professor and Head	Criteria 7 Head	<i>[Signature]</i>
10	Dr. Abby Abraham. A	Professor and Head	Criteria 2 member	<i>[Signature]</i>
11.	Dr. Prem Karthik B	Professor	Criteria 2 member	<i>[Signature]</i>
12.	Dr. Saneem Ahmed A	Professor	Criteria 7 member	<i>[Signature]</i>
13	Dr. Anjana R	Reader	Criteria 2 member	<i>[Signature]</i>
14	Dr.Vasanth Ayswarya V	Reader	Criteria 3 member	<i>[Signature]</i>
15	Dr. Pavani M	Reader	Criteria 6 member	<i>[Signature]</i>
16	Dr. Sheela Kumari K	Reader	Criteria 1 member	<i>[Signature]</i>
17	Dr. Vijayalakshmi G	Senior Lecturer	Criteria 7 member	<i>[Signature]</i>
18	Dr. Balaji D.L	Senior Lecturer	Criteria 7 member	<i>[Signature]</i>
19	Dr. Tharani P	Senior Lecturer	Criteria 4 member	<i>[Signature]</i>
20	Dr. Gomathi G.D	Senior Lecturer	Criteria 3 member	<i>[Signature]</i>
21	Dr. Surabhi Halder	Senior Lecturer	Criteria 6 member	<i>[Signature]</i>


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22	Dr. Selvamani B	Senior Lecturer	Criteria 2 member	B. Selva
23	Dr. Anitha P	Tutor	Criteria 3 member	A.P.
24	Dr. Divya R	Tutor	Criteria 3 member	D. Divya R.

Dr. R. Ganesh introduced the Registrar, Mr. Chidambaram to the members of the meeting. Criteria, Key Indicators and metrics were projected as PowerPoint slides. Criteria in-charges were asked to clarify their doubts from the resource person.

Mr. Chidambaram asked whether governing council was formed and functional in our institution. The Chairperson IQAC replied that the governing council was formed long back and it is fully functional. The resource person also advised to prepare the list of the events chronologically for the past five years and document it before initiating the paper work for NAAC. Chairperson IQAC replied that the system of documentation for all the events and programs conducted in PDCH is already in practice. He also gave new ideas regarding the preparation of circulars with agendas and also emphasised on recording the minutes of the meeting and documenting.

The Chairperson IQAC asked regarding the best practices key indicators to the resource person. The resource person explained that social extension activities and tobacco cessation clinic were shown as best practices in his institutions.

The resource person asked about the MOUs signed by the college. The Chairperson IQAC and Dr. I. Paavai, chairperson of the Research committee explained the MOUs signed with various institutions. He asked to have MOU with any industry.

The resource person inquired about the Institutional Ethical Committee. Dr. M. R. C. Rajeswari, Member secretary of the PDCH Ethical Committee explained about the functions of the committee. He asked to have one person in the committee as an external expert. The Chairperson IQAC told that the committee has an external expert and the committee has been formed according the ICMR guidelines.

The resource person asked about the existing Committees in the college. Dr. R. Ganesh listed out the names of the various committees of PDCH. Mr. Chidambaram asked to have separate cubicles for each committee in a single large room with sign boards.

Chidambaram
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The resource person suggested to have more number of solar lights, rain water harvesting for optimum utilisation of renewable energy inside the campus. The Chairperson IQAC discussed about the energy audit which needs to be conducted in the institution.

Resource person advised to conduct CDE programs henceforth in one common room with uniform banner behind and to take geo tagged photos.

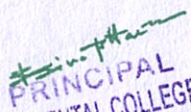
The resource person inquired about the publications done by the faculty members and suggested to have Research Advisory Committee. He told that NAAC approves publications, which are Scopus, Pubmed, UGC Care list and Web of science indexed. He advised to mention the affiliation for publication with a uniform name *i.e.*, "Priyadarshini Dental College and Hospital".

He also asked about the conduction of any international Conferences. Dr. R. Ganesh and Dr. R. Veerakumar replied that they had conducted an international conference, 'PPP INC-19' together in PDCH in the year 2019. The Chairperson IQAC informed that a national level **Case Presentation Convention** was successfully conducted by our institution during the month of August 2022 and there is a proposal to conduct a multispecialty National conference during the month of April 2023.

The resource person inquired about the various social extension activities done by our institution. He asked to get an acknowledgement/appreciation letter from the village heads for conducting camps. He also suggested to plant tree saplings in the college premises by the resource persons coming to our college for any programs. The resource person advised to maintain the records of the anti-ragging committee.

The resource person asked to prepare a budget and to have a systematic balance sheet approved by a chartered accountant, for all the programs for its income and expenditure.

Finally he also suggested having a meeting with Dr. Mathangi, Sri Ramachandra Higher Education and Research (Deemed to be University) to have better orientation towards NAAC.


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PDCH/ Cir/ IQAC/ 1 /AUG-2022

Date: 03.08.2022

CIRCULAR

There will be a NAAC orientation program by Dr. Ganesh on 6/8/22. All Faculty members are requested to attend.

AGENDA:

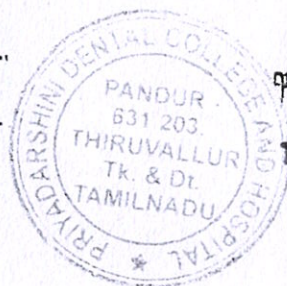
1. Orientation to NAAC by Dr. Ganesh
2. Any other matter.

Venue: Third floor, Lecture Hall

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IQAC MINUTES OF MEETING

The first IQAC meeting was held on 6/8/22 at the third floor, lecture hall with the following agendas

AGENDAS:

1. Orientation to NAAC by Dr. R. Ganesh
2. Any other matter.

The following members attended the meeting.

S.No.	Name of the member	Designation	Role in IQAC	Signature
1	Dr.B.Sivapathasundharam	Principal	Chairperson	<i>[Signature]</i>
2	Dr. Veerakumar R	Vice Principal	Criteria 4 Head	<i>[Signature]</i>
3.	Dr. R. Ganesh	Professor and Head	IQAC coordinator	<i>[Signature]</i>
4	Dr. M.R.C. Rajeswari	Professor and Head	Criteria 1 Head	<i>[Signature]</i>
5	Dr. C. Vijayadhith	Professor and Head	Criteria 5 Head	<i>[Signature]</i>
6	Dr. T. Sridhar	Professor and Head	Criteria 6 Head	<i>[Signature]</i>
7	Dr. I. Paavai	Professor and Head	Criteria 3 Head	<i>[Signature]</i>
8	Dr. A. Jayasenthil	Professor and Head	Criteria 2 Head	<i>[Signature]</i>
9	Dr. S. Loganathan	Professor and Head	Criteria 7 Head	<i>[Signature]</i>
10	Dr. Prem Karthik B	Professor	Criteria 2 member	<i>[Signature]</i>
11	Dr. Anjana R	Reader	Criteria 2 member	<i>[Signature]</i>
12	Dr.Vasanth Ayswarya V	Reader	Criteria 3 member	<i>[Signature]</i>
13	Dr. Vijayalakshmi G	Senior Lecturer	Criteria 7 member	<i>[Signature]</i>
14	Dr. Balaji D.L	Senior Lecturer	Criteria 7 member	<i>[Signature]</i>
15	Dr. Gomathi.G.D	Senior Lecturer	Criteria 3 member	<i>[Signature]</i>

Dr. B Sivapathasundharam, Principal and Chairperson, IQAC PDCH welcomed the faculty members for the meeting and also addressed the members regarding the importance of


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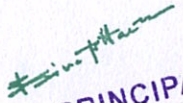
NAAC accreditation for the college and also the necessity to start working for it. He also nominated Dr. R. Ganesh, Professor and Head, Department of Public Health Dentistry, as the PDCH IQAC coordinator, in place of Dr. Anuradha who was the IQAC in-charge, resigned recently. Dr. R. Ganesh gave orientation on different criteria and metrics for NAAC preparation in the institution.

Dr. B. Sivapathasundharam, Chairperson, IQAC stressed the need to prepare a student handbook for effective planning in each academic year. Dr. B. Sivapathasundharam also informed that various criteria heads and members will be formed and intimated soon. Dr. Anjana Rajendran, Reader, Department of Conservative and Endodontics pointed that one nominee from the management should be present to understand the procedures for effective NAAC preparation. The Chairperson also suggested the need to reconstitute all the committees for effective functioning and reporting for NAAC. The Chairperson also pointed out various policies and SOPs have to be updated and staff in-charge has to be allotted for the same.

Dr. M. R. C. Rajeswari, Professor and Head, Department of Oral Pathology suggested the list of reconstituted committees with committee heads to be given as early as possible. The chairperson discussed about registration of Alumni association as soon as possible. Dr. C. Vijayadhith, Professor and Head, Department of Orthodontics and Dentofacial Orthopedics replied that it is in the process of data collection and are planning to have an alumni meet. The Chairperson also pointed out the importance of creating barrier free environment and planting trees in and around the campus for the purpose of enhancing green environment.

The chairperson also suggested the formation of book bank. Dr. B. Prem Karthick, Professor, Department of Oral Pathology was asked to take in-charge for the book bank creation and implementation. Dr. B. Sivapathasundharam requested all the staff members to orient themselves towards NAAC and start preparing for individual metrics under various criteria. He said to fix deadlines for each criteria and start working seriously.


IQAC CO-ORDINATOR
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PDCH/Cir/24/May- 2020

Date: 13.05.2021

CIRCULAR

PDCH quality cell going to conduct a sixth meeting on 17/05/2021 between 10.00 am to 10.30 am with the following agendas. All Heads of the department are directed to attend the meeting.

AGENDA:

1. Action taken on the previous meeting held on 01/08/2020.
2. Practical online classes.
3. Biometric.
4. Any other matter.

Venue: Dean Chamber

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1. Office
2. All departments
3. Notice board



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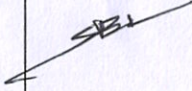
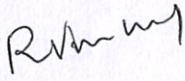
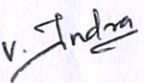
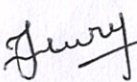
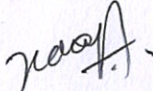
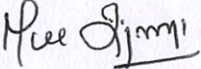

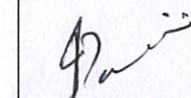
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Minutes of the meeting

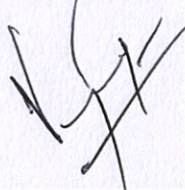
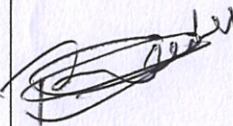

The sixth PDCH Quality Cell meeting was conducted at the Principal Chamber on 17th May 2021 at 10.00 AM to 10.30 AM with following agendas,

1. Action taken on the previous meeting held on 1/8/2020
2. Practical online classes
3. Biometric
4. Any other matter

The following members attended the meeting:

S.No.	Name of the member	Designation	Department	Signature
1	Dr. S. Balasundaram, Principal	Chairperson, PDCH quality cell	Oral Pathology	
2	Dr. R. Veerakumar, Professor and Head	Vice Principal	Pediatric and Preventive Dentistry	
3.	Dr. V. Indra Priyadarshini, Reader	Vice Principal	Public Health Dentistry	
4.	Dr. Khalid Giaz	Professor and Head	Prosthodontics, and Crown and Bridge	
5.	Dr. T. Sridhar	Professor and Head	Oral Medicine and Radiology	
6.	Dr. M. R. C. Rajeswari	Professor and Head	Oral Pathology	
7	Dr. I. Paavai, Professor and 	Chairman, Research	Periodontology	

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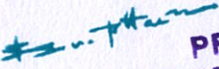
	Head	Committee		
8.	Dr. C. Vijayadhith	Professor and Head	Orthodontics and Dentofacial Orthopedics	
9.	Dr. B. Prem Karthick, Reader	Chief Superintendent, Exam cell	Oral Pathology	
10	Dr. Ashok Pothuri	Senior Lecturer	Orthodontics and Dentofacial Orthopedics	

As discussed in the previous PDCH quality cell meeting held on 1/8/2020, the Chairperson PDCH quality cell asked the members of the meeting regarding the status of online classes conducted for which Dr. R. Veera Kumar replied that the online classes were conducted as per the schedule despite of the network issues faced occasionally. Dr. C. Vijayadhith told that the clinical cases were treated as per the infection control protocol during COVID-19 and are continuing the same.

Dr. S. Balasundaram, Chairperson PDCH quality cell, was more concerned about the lack of clinical knowledge of the students during the period of uncertainty (COVID-19) and hence initiated a discussion with other faculty members.

Dr. Ashok Pothuri, Senior Lecturer, Department of Orthodontics and Dentofacial Orthopedics, clinical related video demonstration classes for the third year and final year students to bridge the gap between the hands on practice and the Chairperson PDCH quality cell also accepted for the same and insisted all the faculty members to submit the teaching schedule for the online theory and practical classes

Dr. I. Paavai, Professor and Head, Department of Periodontology, requested the Chairperson PDCH quality cell not to make the biometric as mandatory as it might also be a vehicle for the spread of Covid-19 for which Dr. B. Prem Karthick, Reader, Department of Oral


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Pathology recommended face registration instead of biometric. Dr. R. Veerakumar, Vice-Principal suggested to place the hand sanitizers at the reception for the patient's use to make the clinical environment as safe as possible.

The Chairperson PDCH quality cell assured that necessary actions will be taken regarding the same. He further added that there will be an administrative training program for non-teaching staff shortly.



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PDCH/Cir/26/Oct- 2021

Date: 30.10.2021

CIRCULAR

PDCH quality cell going to conduct a seventh meeting on 03.11.2021 between 10.30 am to 11.00 am with the following agendas. All Heads of the department are directed to attend the meeting.

AGENDA:

1. Action taken on the previous meeting held on 17/05/2021.
2. Swayam course.
3. Publication.
4. Any other matter.

Venue: Principal's Chamber.

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2. All departments
3. Notice board



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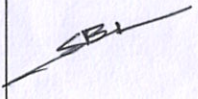
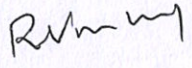
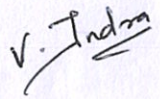
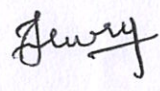
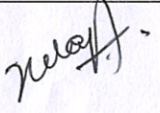
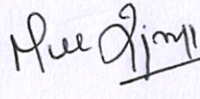
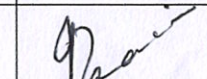
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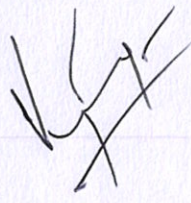
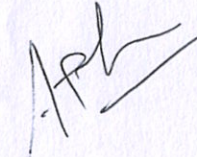
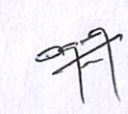
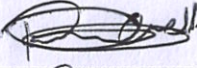
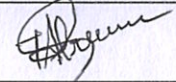
MINUTES OF THE MEETING

The seventh PDCH Quality Cell meeting was conducted at the Principal Chamber on 3rd November 2021 at 10.30 AM to 11.00 AM with following agendas,

1. Actions taken on the previous meeting held on 17/5/2021
2. Swayam course
3. Publication
4. Any other matter

The following members attended the meeting

S.No.	Name of the member	Designation	Department	Signature
1	Dr. S. Balasundaram, Principal	Chairperson, PDCH quality cell	Oral Pathology	
2	Dr. R. Veerakumar, Professor and Head	Vice Principal	Pediatric and Preventive Dentistry	
3.	Dr. V. Indra Priyadarshini, Reader	Vice Principal	Public Health Dentistry	
4.	Dr. Khalid Giaz	Professor and Head	Prosthodontics, and Crown and Bridge	
5.	Dr. T. Sridhar	Professor and Head	Oral Medicine and Radiology	
6.	Dr. M. R. C. Rajeswari	Professor and Head	Oral Pathology	
7	Dr. I. Paavai	Professor and	Periodontology	


		Head		
8.	Dr. C. Vijayadhith	Professor and Head	Orthodontics and Dentofacial Orthopedics	
9	Dr. A. Jaisenthil	Professor and HOD	Conservative Dentistry and Endodontics	
10	Dr. R. Ganesh	Reader	Public Health Dentistry	
11	Dr. B. Prem Karthick	Reader	Oral Pathology	
12	Dr. T. Abirami	Senior Lecturer	Periodontology	

Leave of Absence: None

As discussed in the previous PDCH quality cell meeting held on 17th May 2021, Dr. S. Balasundaram, Chairperson PDCH quality cell had a discussion with other faculty members regarding the number of publications to each staff members and elaborated on importance of research and publication that adds credit to an individual.


Dr. C. Vijayadhith, Professor and Head, Department of Orthodontics and Dentofacial Orthopedics updated his status of publication. Dr. A. Jayasenthil, Professor and Head, Department of Conservative and Endodontics while updating his publication status explained the struggles faced during uploading his research paper.

Dr. I. Paavai, Professor and Head, Department of Periodontology requested Chairperson PDCH quality cell to organize a lecture on how to write a research paper that will be easily accepted by the Standard publishers like SCOPUS, PUBMED etc for which the Chairperson PDCH quality cell responded and insisted Dr. R. Ganesh, Reader, Department of Public Health Dentistry to organize a lecture for the same.


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Dr. T. Abirami, Senior Lecturer, Department of Periodontology hinted on Swayam courses that would greatly help the students and faculty members to improve and to update themselves to the new advanced techniques. Chairperson PDCH quality cell directed all the faculty members to attend the Swayam course and to submit the certificate gained after attending the test. Chairperson PDCH quality cell also informed about conducting an administrative training program for non-teaching staffs in the upcoming months.

Chairperson PDCH quality cell thanked all the faculty members and concluded the meeting.


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PDCH/Cir/21/July- 2020

Date: 29.07.2020

CIRCULAR

PDCH quality cell going to conduct a fifth meeting on 01.08.2020 between 12.00 pm to 12.30 pm with the following agendas. All Heads of the department are directed to attend the meeting.

AGENDA:

1. Action taken on the previous meeting held on 04/07/2019.
2. Online classes for students due to COVI- 19
3. Infection control protocols during COVID – 19.
4. Any other matter.

Venue: Principal's Chamber

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Copy to:

1. Office
2. All departments
3. Notice board



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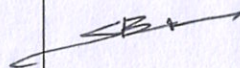
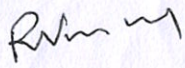
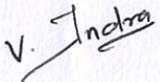
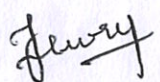

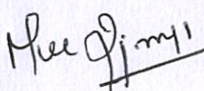
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Minutes of the Meeting

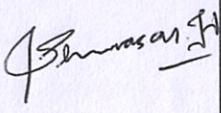
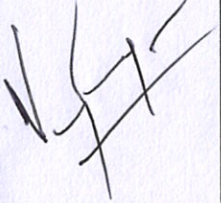

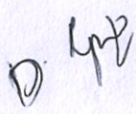
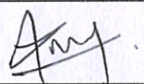
The fifth PDCH Quality Cell Meeting was conducted at the Principal Chamber on 1st August 2020 at 12.00 PM to 12.30 PM with following agendas

1. Action taken on the previous meeting held on 4/7/2019
2. Online classes for students due to COVID-19
3. Infection control protocols during COVID-19
4. Any other matter

The following members attended the meeting

Sl. No.	Name of the member	Designation	Department	Signature
1	Dr. S. Balasundaram, Principal	Chairperson, PDCH quality cell	Oral Pathology	
2	Dr. R. Veerakumar, Professor and Head	Vice Principal	Pediatric and Preventive Dentistry	
3.	Dr. V. Indra Priyadarshini, Reader	Vice Principal	Public Health Dentistry	
4.	Dr. Khalid Giaz	Professor and Head	Prosthodontics, and Crown and Bridge	
5.	Dr. T. Sridhar	Professor and Head	Oral Medicine and Radiology	
6.	Dr. M. R. C. Rajeswari	Professor and Head	Oral Pathology	

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7	Dr. H. Srinivasan	Professor and Head	Oral and Maxillofacial Surgery	
8.	Dr. C. Vijayadhith	Professor and Head	Orthodontics and Dentofacial Orthopedics	
9.	Dr. B. Prem Karthick, Reader	Chief Superindent, Exam cell	Oral Pathology	
10.	Dr. D. Rupak Kumar	Senior Lecturer	Pediatric and Preventive Dentistry	
11.	Mr. Jayanthan		Admin	

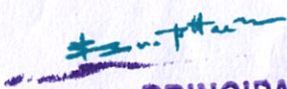
As discussed in the last PDCH Quality Cell meeting held on 4/7/2019, Dr. S. Balasundaram, Chairperson PDCH quality cell informed everyone in the meeting that the theory classes were taken through power point mode thereafter. Model exam and university exams were conducted as per schedule. High definition CCTV cameras and generators were installed for the university exam as per the requisition of Dr. B. Prem Karthick

Dr. S. Balasundaram, Chairperson PDCH quality cell initiated discussion with other faculty members regarding how to go about taking classes during the pandemic. Dr. B. Prem Karthick, Reader, Department of Oral pathology elaborated on various educational platforms like zoom meet, Google meet, etc that aids in online classes. The Chairperson PDCH quality cell asked Mr. Jayanthan, Admin Office in-charge to create individual zoom Id and password for first years to final years and to distribute it to all faculty members and they were asked to take class only through that particular ID. Dr. M. R. C. Rajeswari told that only 40 minutes of classes will be taken in the free version of zoom app for which Dr. R. Veerakumar told that he will discuss with management regarding the paid version and inform the faculties.

Dr. D. Rupak Kumar, Senior Lecturer, Department of Pediatric and Preventive Dentistry, raised a question regarding the network facilities in the campus to provide uninterrupted online classes for which Dr. S. Balasundaram, replied that all the appropriate facilities will be provided for the same. Dr. V. Indra Priyadarshini, Vice Principal, asked the faculty members to suggest ideas regarding the conduction of tests for which Dr. R. Veerakumar, replied to have online test series as a mode of revision.

Dr. C. Vijayadhith, Professor and Head, Department of Orthodontics and Dentofacial Orthopedics, enquired what protocols are put in place for infection control in the institution. The Chairperson PDCH quality cell replied that every out patient who visits the college will be screened for temperature with thermal scanner and recorded in a register by the recording clerk. The patients will also be provided with hand sanitizers for disinfection. There will be hand sanitizers outside each department for the patients. A comprehensive case history of the patients will be recorded along with vaccination status. Dr. R. Veerakumar suggested that interns need to be rotated weekly in all clinical departments and also necessary protection gear needs to be provided to them. Dr. V. Indra Priyadarshini told N95 masks, face shields and PPE kits will be arranged for the students who treat the patients. Everyone in the meeting agreed for it. The Chairperson PDCH quality cell announced that there will be a non-teaching staffs program in the coming months.

The Chairperson PDCH quality cell thanked all the faculty members and concluded the meeting.


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PDCH/Cir/17/Dec -2018

Date: 14.12.2018

CIRCULAR

PDCH quality cell going to conduct a second meeting on 17/12/2018 between 10.30 am to 11.00 am. All Heads of the department are directed to attend the program.

AGENDA:

1. Action taken on the previous meeting(04/08/2018) held
2. Participation of students in SANGAMAM cultural fest, Karpaga Vinayaga Institute of Dental Sciences
3. Conduction of XTASY 2019 in PDCH
4. Organization of National conference in 2019
5. Any other matter

Venue: Dean Chamber

DEAN

H.K. Venkat Prasad

DR. H.K. VENKAT PRASAD, M.D.S. (P) D.D.
DEAN
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MINUTES OF THE MEETING

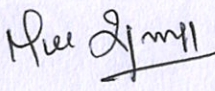
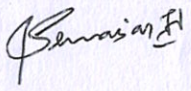
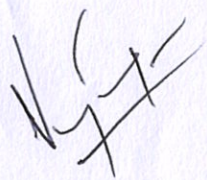
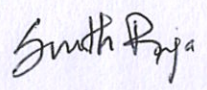
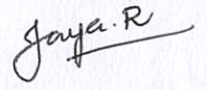
The Second meeting of PDCH Quality Cell was held on 17/12/2018 at Dean's Chamber from 10.30 AM to 11.00 AM with the following agendas.

1. Actions taken on the previous meeting (04/08/2018) held
2. Participation of students in SANGAMAM cultural fest, Karpaga Vinayaga Institute of Dental Sciences
3. Conduction of XTASY 2019 in PDCH
4. Organisation of National conference in 2019
5. Any other matter

The meeting was held with the following members.

Sl. No.	Name of the member	Designation	Department	Signature
1.	Dr. M.K. Venkat Prasad, Dean	Chairperson, PDCH quality cell	Prosthodontics, and Crown and Bridge	H.R Venkat Prasad
2.	Dr. S. Balasundaram	Chairman, DEU	Oral Pathology	SB
3.	Dr. R. Veerakumar	Professor and Head	Pediatric and Preventive Dentistry	R. Veerakumar
4.	Dr. V. Indra Priyadarshini.	Reader	Public Health Dentistry	V. Indra
5.	Dr. Khalid Giaz	Professor and Head	Prosthodontics, and Crown and Bridge	Khalid Giaz
6.	Dr. T. Sridhar	Professor and	Oral Medicine	T. Sridhar


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		Head	and Radiology	
7.	Dr. M.R.C. Rajeswari	Professor and Head	Oral Pathology	
8.	Dr. H. Srinivasan	Professor and Head	Oral and Maxillofacial surgery	
9.	Dr. C. Vijayadhith	Professor and Head	Orthodontics and Dentofacial Orthopedics	
10.	Dr. Sunitha Raja	Professor and Head	Periodontology	
11.	Dr. Jaya Ranganadhan	Professor and Head	Conservative Dentistry and Endodontics	

Leave of Absence: None

As a part of the continuation of the last PDCH Quality Cell meeting held on 4/8/2018 the Chairperson PDCH quality cell informed that the pre-clinical space shortage issue was taken to the management and they assured that the work will be started soon. Dr. V. Indra Priyadarshini said that the commemoration day's list was prepared and can be celebrated henceforth and the academic calendar was revised.

The Chairperson PDCH quality cell enquired about the Organisation of national conference for the upcoming year. Dr. R. Veerakumar, Professor and Head, Department of Pediatric and preventive dentistry said that it can be collaborated with the Public Health Dentistry department and can be conducted. Dr. V. Indra Priyadarshini, Reader, Department of Public



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Health Dentistry suggested that even international speakers can be invited. Dr. R. Veerakumar replied that the logistics for conducting the international conference in our college needs to be deliberated. He also requested the staff members to suggest any international speakers if they have any contacts. The Chairperson PDCH quality cell asked all the faculty members of Department of Pediatric and preventive dentistry and Public Health Dentistry to coordinate and plan for the conference.

Dr. C. Vijayadhith, Professor and Head, Department of Orthodontics requested all the staffs to encourage students to participate in Sangamam cultural fest 2019 to be held at Karpaga Vinayaga Institute of Dental Sciences, Chengalpattu (Jan 3rd, 4th, 5th 2019). Dr. V. Indra Priyadarshini said that those students with sufficient attendance percentage can be sent for the program. The Chairperson PDCH quality cell agreed for the suggestion told. Dr. C. Vijayadhith asked for bus facilities to be provided for the hostelites for which Dr. R. Veerakumar replied that he will coordinate with the transport manager for the same.

Dr. C. Vijayadhith also said that XTASY 2019, *i.e.*, annual cultural fest of PDCH in our college premises needs to be conducted with cultural and sports events. The Chairperson PDCH quality cell asked Dr. C. Vijayadhith to coordinate with the students and make necessary arrangements for the same. Dr. V. Indra Priyadarshini suggested that it can be conducted on the second week of March. Everyone in the meeting agreed for it. The Chairperson PDCH quality cell told that separate meeting for XTASY 2019 needs to be conducted. The Chairperson PDCH quality cell mentioned that a professional development program for non-teaching staff will be conducted soon.

The Chairperson PDCH quality cell thanked all the faculty members and concluded the meeting.


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PDCH/Cir/12/ Aug-2018

Date: 01.08.2018

CIRCULAR

PDCH quality cell going to conduct a meeting on 04/08/2018 between 10.30 am to 11.00 am. All Heads of the department are directed to attend the program.

AGENDA:

1. Action taken on the previous meeting
2. Space requirement for pre- clinical lab
3. Celebration of commemorative days
4. Comprehensive postings
5. Any other matter

Venue: Dean Chamber

DEAN

H.K. Venkat Prasad

DR. H.K. VENKAT PRASAD, M.B.S., (P.D.)
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MINUTES OF THE MEETING

PDCH quality cell held a meeting on 4/8/2018 at the Dean Chamber with the following agendas:

1. Action taken on the previous meeting
2. Space requirement for pre-clinical lab
3. Celebration of commemorative days
4. Comprehensive postings
5. Any other matter

The meeting was attended by the following members

Sl. No.	Name of the member	Designation	Department	Signature
1.	Dr. M.K. Venkat Prasad, Dean	Chairperson, PDCH quality cell	Prosthodontics, and Crown and Bridge	H.R. Venkat Prasad
2.	Dr. S. Balasundaram	Chairman, DEU	Oral Pathology	SB
3.	Dr. R. Veerakumar	Professor and Head	Pediatric and Preventive Dentistry	R. Veerakumar
4.	Dr. Indra Priyadarshini. V	Reader	Public Health Dentistry	V. Indra
5.	Dr. Khalid Giaz	Professor and Head	Prosthodontics, and Crown and	Giaz

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			Bridge	
6.	Dr. T. Sridhar	Professor and Head	Oral Medicine and Radiology	<i>T. Sridhar</i>
7.	Dr. M. R. C Rajeswari	Professor and Head	Oral Pathology	<i>M. R. C. Rajeswari</i>
8.	Dr. H. Srinivasan	Professor and Head	Oral and Maxillofacial surgery	<i>H. Srinivasan</i>
9.	Dr. C. Vijayadhith	Professor and Head	Orthodontics and Dentofacial Orthopedics	<i>C. Vijayadhith</i>
10.	Dr. Sunitha Raja	Professor and Head	Periodontology	<i>Sunitha Raja</i>
11.	Dr. Jaya Ranganathan	Professor and Head	Conservative Dentistry and Endodontics	<i>Jaya. R</i>

Dr. Jaya Ranganathan, Professor, Department of Conservative Dentistry and Endodontics complained that the pre clinical lab space is not sufficient for the second years and first years to work together. Dr. Venkat Prasad, Chairperson PDCH quality cell replied that the matter will be taken to the management and adequate space will be provided soon.

The Chairperson PDCH quality cell insisted to celebrate commemoration days and directed Dr. Indra Priyadarshini, Reader, Department of Public Health Dentistry, to prepare the list of commemorative days. He also suggested revising the academic calendar.

Indra Priyadarshini
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The Chairperson PDCH quality cell suggested to start a comprehensive clinical postings for the CRIs. He further explained that in this posting a patient will be taken up by the CRI and he/she should do all the treatment required for that particular patient after addressing the chief complaint and has to follow up the patient till he/ she complete the CRI program. All the faculty members agreed for the same.


In any other matter Dr. H. Srinivasan told that the extraction is done at free of cost in all the institutions and suggested to follow the same to increase the OP census. The Chairperson PDCH quality cell welcomed this suggestion and said he will take it to the management for approval.

Dr M.R.C. Rajeshwari suggested to conduct CDE Programs in the institution. Dr. R. Veera Kumar Professor and Head, Department of Pedodontics proposed conducting a national conference in the upcoming year.

Dr. R. Ganesh, Reader, Department of Public Health Dentistry, said that viva voce for the students shall be conducted in the afternoon sessions to test the knowledge and understanding of the subjects. He also told that the number of rest rooms need to be increased for which the Chairperson replied that the issue will be considered. He also directed the department to conduct a program on effective communication skills for non-teaching staff.

The Chairperson directed Dr. S. Balasundaram, Chairman, DEU to conduct a faculty development program for teaching faculty and a training program for non-teaching staff. He also directed Dr. M. R. C. Rajeswari, Chairperson, research committee to conduct a research collaboration workshop for the faculty.

The Chairperson PDCH quality cell thanked all the faculty members and concluded the meeting.


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