

College Curriculum Committee

Minutes of The HOD meeting on 13/09/2023 at 1.30pm

at College Council Hall

The following members were present for the meeting

1. Dr Aby Mathew T
2. Dr Benley George
3. Dr Sunil S
4. Dr Elizabeth Joseph
5. Dr Jacob John
6. Dr Anuna Laila Mathew
7. Dr Jose Jacob
8. Dr Nebu George Thomas

The meeting started with a silent prayer.

Dr Aby Mathew welcomed the gathering. The minutes of the previous meeting was presented during the meeting. Dr Elizabeth Joseph proposed the minutes and Dr Benley George seconded it.

Dr Aby Mathew informed that we had fixed the HOD meeting on the 2nd week of every month.

1. Dolphin Software renewal

Principal mentioned about the Dolphin Software Renewal. Dr Jacob John informed that he shall enquire in other Dental Colleges in Kerala about the renewal process of the software as the agency who used to do it is now not dealing it.

2. CBCT – Dr Anuna Laila said that the Hard Disk for storing the CBCT images had not been purchased. Principal ensured that that it will be immediately purchased.

3. X-ray Technician – Principal mentioned that Ms Shayama DORA nurse had been posted fully in the Department of Conservative Dentistry for taking X-rays.

4. Faculty vacancies – Principal said that all faculty vacancies had been filled.

5. Interns to use Scrub – It has been decided to make it mandatory for all interns to wear scrub during their internship period in the College. The selected colour was forest green.

6. House keeping staff – Principal said that the house keeping staff will be recruited by CARDIOT agency.

7. Students Leaves – Principal informed that leaves up to 3 days can be submitted and leaves more than 3 days should be submitted to Principal's office.

8. Usage of shoes / chappal – Principal informed that patients are complaining about being asked to remove shoes/ chappal while entering the Departments for treatment. It was decided to maintain the current rule.

9. Using vehicles by Hostellers - Principal said that students residing in the College hostels are using vehicles. He said that this is not permitted.

Principal said that students can be granted permission for going out of the campus during working hours during emergency situations only.

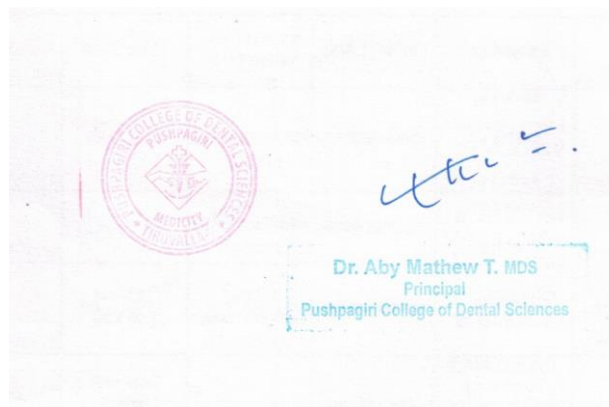
Dr Elizabeth Joseph said that the PG students in the Department of Pedodontics should be permitted to work in the Department till 6.00p.m. Principal informed that HODs should ensure that they have works to be done during that time.

10. Department renovation – Dr Benley George said that the Departments of Conservative Dentistry, Prosthodontics and Orthodontics had not submitted the renovation proposals. He said that it should be submitted at the earliest.

11. Library Audio visual room – Dr Nebu mentioned about the renovation of the audio visual room in the College Library.

With no other matters to discuss the meeting concluded at 2.45 p.m.

Dr Aby Mathew T
Principal



College Curriculum Committee

Minutes of The HOD meeting on 19/10/2023 at 1.30pm

at College Council Hall

The following members were present for the meeting

1. Rev Fr Aby Vadakkumthala
2. Dr Aby Mathew T
3. Dr Benley George
4. Dr Sunil S
5. Dr Eapen Thomas
6. Dr Elizabeth Joseph
7. Dr Jacob John
8. Dr Anuna Laila Mathew

The meeting started with a silent prayer.

Principal Dr Aby Mathew welcomed the gathering. The minutes of the previous meeting was presented during the meeting.

It was decided to conduct HOD Meeting on Second Wednesday of every month at 1.30p.m. and all should be present for the meeting. It was decided that if the HOD is absent no representative shall attend the meeting.

1. Leave rules

Rev Fr Aby Vadakkumthala informed that leaves rules will be strictly followed. He said that no relaxation will be granted.

It was informed that if HOD is not present, then faculty can obtain signature of Principal after HOD informs the Principal about the leave. HOD should assign charge to the next junior faculty when on leave and inform it in HOD group. Other staff should also assign charge to the next staff and clearly mention in the leave form.

2. Doctors coat.

Principal informed that during working hours all faculty should wear white coat. Exception if only for certain situations.

3. Patient flow

Rev Fr Aby Vadakkumthala said that our patient flow has to be increased. He also mentioned that patient complaints has decreased significantly.

If a faculty is assigning charge to his junior staff it should be informed in the HOD group.

Rev Fr Aby Vadakkumthala informed that category leaves for faculty shall be sanctioned as per the service rules only.

4. Interns

It was mentioned during the meeting that interns are going for having breakfast during working hours even after repeated warnings. Director institutions mentioned that staff should ensure that the interns are working in the scheduled time.

5. Faculty leave for student's tour – Rev Fr Aby Vadakkumthala informed that the sanctioning of extra leave for faculty going for students tour will be informed after checking with Pharmacy College and Nursing College.

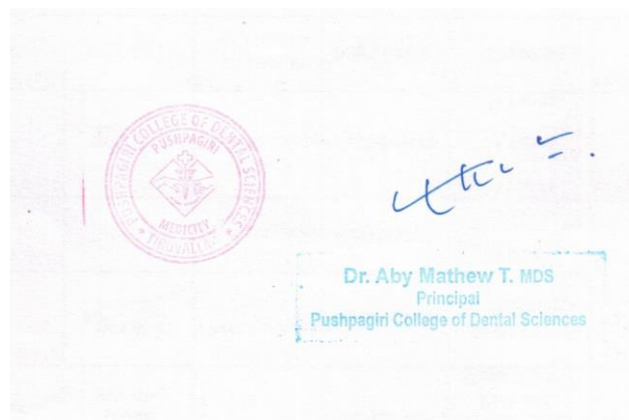
6. Pedodontic Patient - Both Pedodontics and Orthodontics HOD to discuss the matter regarding treating pedo patients of 12 years of age.

7. Institutional Review Board – Principal informed that Dr Nebu had given a circular regarding Institutional Review Board, that for student proposal submission, the Principal Investigator should be faculty and not student. Principal said that an Institutional Ethical Committee should be started within the College itself and Dr Nebu to look into it.

8. Mirabolante – Principal informed that the Mirabolante All Kerala Interdental sports fest will be conducted in our College from 03 November 2023 to 05 November 2023. He said that there is a shortage of fund for conducting the programme. He said that the programme can be financially supported by small collections like lucky coupons.

With no other matters to discuss the meeting concluded at 2.45 p.m.

Dr Aby Mathew T
Principal



College Curriculum Committee

Minutes of The HOD meeting on 13/12/2023 at 1.30pm

at College Council Hall

The following members were present for the meeting

1. Rev Fr Aby Vadakkumthala
2. Dr Aby Mathew T
3. Dr Benley George
4. Dr Sunil S
5. Dr A Devadathan
6. Dr Eapen Thomas
7. Dr Elizabeth Joseph
8. Dr Jacob John
9. Dr Anuna Laila Mathew
10. Dr Thomas George V

The meeting started with a silent prayer.

Principal Dr Aby Mathew welcomed the gathering. The minutes of the previous meeting was presented during the meeting.

The minutes was proposed by Dr Thomas George V and seconded by Dr Benley George

1. Interns tour – It was decided during the meeting to permit interns for their study tour for three days. It was decided to sanction 3 compensatory leave and 2 duty leave for the staff member accompanying the students.

2. Participation of faculty members – Director Institutions said that faculty members should be encouraged for more participation in the programmes organized in the Dental College and also in the Medical College. Achan said that all faculty members should participate in the Christmas Programme at Pushpagiri Medical College on 16 December 2023.

3. PG Evaluation forms – Principal informed that the PG Evaluation forms issued through KUHS are different. Dr Devadathan said that the forms issued through KUHS should be followed. Principal informed that the revised KUHS Syllabus will be circulated by Dr Nebu and it is to be followed.

4. Ethical Committee – Dr Devadathan said that it is mandatory that every institution should have a Scientific Committee and Registered Institutional Ethical Committee and a circular was issued from Kerala University of Health Sciences.

Dr Devadathan said that at present every year 14 Post Graduate students are enrolling and 4 faculty members have registered for PhD. He said that the faculty members registering for PhD will increase in the next years.

Principal informed that the financial aspect also should be taken into consideration.

Principal said that Pushpagiri Research Center has a common Institutional Committee and is being used for all institutions. He said that a letter should be sent to KUHS enquiring about it.

5. Submission of Dissertation – Dr Devadathan said that from this year onwards 2 soft copies of dissertation should be submitted by the student to the University. 4 hard copies of the Dissertation should also be submitted.

6. Plagiarism Software – Dr Devadathan said that every College should purchase the plagiarism software prescribed by University Grants Commission. Dr Devadathan said that 10% plagiarism is permissible and if it is more than 10% it will be rejected. It was mentioned during the meeting that the 2.5 lakhs the approximate cost of the software can be shared by 4 institutions under Pushpagiri Medical Society.

Research methodology class to be started from Second Week of January 2024 onwards. It should be more interactive.

YIP – Dr Sunil informed that the YIP programme was started and asked all to encourage students to submit ideas for it.

7. Water dispenser – It was decided to place water dispensers in Library and Lecture Halls.

8. Orthodontic Patients – Dr Jacob John said that some patients are not reporting to the Department for treatment. He said that if the patient is not reporting for 3 months a letter to be sent and to contact through phone. If the patient is not reporting after 6 months it was decided to close the file.

Dr Jacob John said that consent forms should be given to new patients and 50% fees should be collected in advance. Principal said that the legal side should be cleared by consulting with the advocate Rino Zac regarding the closing of the case within 6 months.

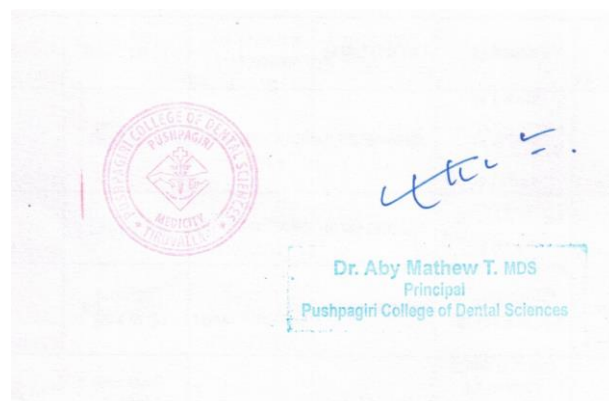
9. Ortho Aligners – Dr Jacob John said that the software for aligners costs around Rs.7 lakhs.

10. Prompt CDE programme – Dr Eapen Thomas said that the College is conducting Prompt CDE programme by Oral & Maxillofacial Department during 15,16,17 and 18 February 2024 and he requested for necessary arrangements from the College part.

11. White Coat Ceremony – Principal said that the white coat ceremony of the I BDS students is scheduled on 14 December 2023 at College Auditorium. Dr Tomy Philip, Principal, Pushpagiri Medical College will be the Chief Guest.

With no other matters to discuss the meeting concluded at 2.45 p.m.

Dr Aby Mathew T
Principal



College Curriculum Committee

Minutes of The HOD meeting on 21/02/2024 at 1.30pm

at College Council Hall

The following members were present for the meeting

1. Rev Dr Biju Varghese
2. Rev Fr Aby Vadakkumthala
3. Dr Aby Mathew T
4. Dr Benley George
5. Dr Sunil S
6. Dr A Devadathan
7. Dr Elizabeth Joseph
8. Dr Jacob John
9. Dr Anuna Laila Mathew
10. Dr Thomas George V

The meeting started with a silent prayer.

Principal Dr Aby Mathew welcomed Rev Dr Biju Varghese, C.E.O, Pushpagiri Group of Institutions. Principal welcomed all HODs to the meeting. The minutes of the previous meeting was presented during the meeting.

- 1. Ethical Committee** – Principal said that the Ethical Committee details was uploaded in Kerala University of Health Sciences website.
- 2. PG Students Evaluations** – Principal said that the Evaluations in Post Graduate Departments were completed and the next evaluation will be after 6 months. A follow up will be done in Conservative Dentistry Department within 1 week.
- 3. FEP Number** – Principal said that all our 59 faculty members received their FEP number from Kerala University of Health Sciences.
- 5. Phantom Head lab renovation** - Principal said that a meeting regarding renovation of Phantom Head lab will be held on 22 February 2024.

AGENDA OF THE MEETING ON 21.02.2024

The new CEO was briefed about the activities of the College.

1. College Developments

Principal informed that in the College Post Graduate courses were started in 6 departments and PhD courses also started in 5 Departments. He also said that we have applied for PhD center in Department of Pedodontics this year.

DORA course – Presently the fifth batch of students are studying.

Implantology Clinic and Course – Principal informed that the implantology course is planned. In April 2024 the course is to start with 20 participants.

T.M.J Clinic – We have started a TMJ clinic and also purchased CBCT machine for the college.

2. Renovation of Departments - Principal informed that some dental chairs should be changed. He said that departments should be renovated so that the patient care can be improved.

3. Rev Fr Aby Vadakkumthala said that students from schools in and around Thiruvalla and Changanacherry can be arranged as part of their treatment and a proposal to be submitted by HOD Pedodontics.

4. **DORA** – Dr Sunil informed that Devika DORA student was advised bed rest by Doctor due to pregnancy. It was decided that she shall be permitted leave and be able to appear for sessional examination.

5. **Research** - Principal informed that on 14th and 15th March 2024, The Research methodology Class will be conducted.

Research Review Meeting to be conducted in 1st week of April 2024.

Institutional Ethical Committee Meeting to be conducted in last week of April 2024.

6. **Batch in charges scheduling** – III BDS batch in charge is pending. Dr Joon Sunil shall be made the III BDS batch incharge.

7. **CDE Programme**- IDA Thiruvalla and Pushpagiri College of Dental Sciences will be conducting a CDE Programme on Medical Emergencies on 23 February 2024 and Dr Ravi Rajan Areekkal and Dr Vineesh can be the faculty for the programme

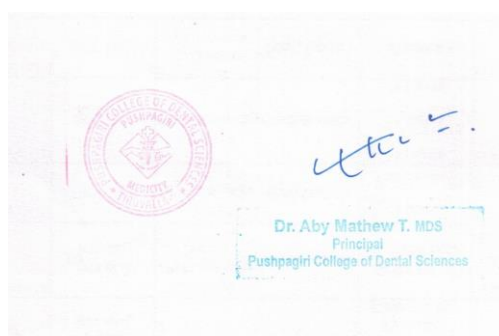
8. **Dentist Day Celebration**- Will be conducted in association with IDA Thiruvalla. Dr Varghese Mani sir is being honoured on that day.

It was decided that Interns and students union shall coordinate the Dentist Day Programme on 5th March at 12.00noon

9. **Ceramic lab** – Principal informed that Ceramic lab has started and the work of Sreekumar Technician, is not up to the mark.

With no other matters to discuss the meeting concluded at 3.00 p.m.

Dr Aby Mathew T
Principal



College Curriculum Committee

Minutes of The HOD meeting on 13/03/2024 at 1.30pm

at College Council Hall

The following members were present for the meeting

1. Rev Fr Aby Vadakkumthala
2. Dr Aby Mathew T
3. Dr Benley George
4. Dr Sunil S
5. Dr Elizabeth Joseph
6. Dr Jacob John
7. Dr Anuna Laila Mathew
8. Dr Thomas George V

The meeting started with a silent prayer.

Principal Dr Aby Mathew welcomed all HODs to the meeting. The minutes of the previous meeting was presented during the meeting.

1. Ethical Committee – Principal said that the regarding Ethical Committee we had not received any communication from Kerala University of Health Sciences. Dr Benley George said that the status shown is applied only.

2. Plagiarism Software- Principal said that the negotiations for the software is completed and the price is Rs.4.75 lakhs. Dr Vikram Gowda at Pushpagiri Medical College can be contacted. For Drillbit software at institution level the price is Rs.70000/- and at individual level it is Rs.12000/-. It was decided with Dr Nebu and to finalise. Director Institutions said that he will discuss with Rev Fr John Padippurackal regarding it.

3. DCI Biometric Attendance – Dr Benley George said that the biometric attendance of all faculty members had been registered and is completed.

4. FEP Number – Dr Benley George said that the University had put a deadline for completing all deficiencies regarding FEP registration and still 2 faculty members viz Dr Sara Mathew and Dr Litty Philip had not obtained Kerala Dental Council Registration. He said that the matter was forwarded to the FEP section at KUHS. Both of them had received their FEP number.

5. PROMPT –Department of Oral & Maxillofacial Surgery organized National level CDE Programme PROMPT on 13.02.2024, 14.02.2024 and 15.02.2024. Dr Eapen Thomas, HOD, Department of Oral & Maxillofacial Surgery coordinated the programme. Students from 28 Dental Colleges participated in the programme.

The minutes was proposed by Dr Benley George and seconded by Dr Anuna Laila Mathew

AGENDA OF THE MEETING ON 13.03.2024

1. Visit by Shri Jacob Punnoose

Principal informed that Shri Jacob Punnoose, Principal Advisor, Pushpagiri Group of Institutions had visited our College and he was very much impressed by the functioning of our

Departments. Shri Jacob Punnoose during his visit mentioned about increasing facilities for patients and renovation of UG/PG clinics area for better patient treatment as part of the five year project.

2. Egrantz pending – Director Institutions mentioned that the Government had not paid the tuition fees of students and a total of Rs.24 crores is pending for both Medical College and Dental College.

3. Performance of newly appointed faculty members – Director Institutions mentioned that newly appointed faculty members are dedicated to their profession and are performing well. He also said that patients are also taken care of and there is no delay in providing treatment.

4. Training programmes

09 April 2024 – Research Review Meeting

22 March 2024 – Research Day

23 March 2024 – IQAC – Dr Thomas George said there will be a Teachers training programme and also will include DEU.

Principal said that all should participate in the programme. Director Institutions said that faculty from Pharmacy College and Nursing College can also participate. Dr Sunil S said that an approximate number is needed for arranging food for the participants.

20 March 2024 - World Oral Health Day to be celebrated with various programmes.

5. Dr Eapen Thomas – IDA Kerala State

06 March 2024 IDA Conclave meeting was conducted at Thiruvananthapuram including Principals of all Dental Colleges. It was fruitful discussion.

6. Inter departmental Implantology discussion – Principal Dr Aby Mathew informed that will be on every second Fridays from 8.30a.m to 10.30a.m.

7. Clinical Club – Principal said that number of participants should be increased. Dr Eapen Thomas said that a ledger book should be maintained for monitoring attendance.

8. Clinical students should complete their quotas in respective years instead of waiting for IV BDS Part II. No dues will not be given if quota is incomplete.

9. Dental Academic meeting – The meeting was conducted at Pushpagiri Medical College with Principal and HODs of concerned Departments in Medical College and full support was assured from Medical College to complete portions in time.

10. Authorised Email for Departments – Dr Sunil S said that HODs should give an email address for all exam related data including question paper and marks to maintain confidentiality.

With no other matters to discuss the meeting concluded at 3.00 p.m.

Dr Aby Mathew T
Principal

