



ANNOOR DENTAL COLLEGE & HOSPITAL

Recognized by the Dental Council of India, New Delhi,
Affiliated to Kerala University of Health Sciences
& Recognized by Govt. of India

IQAC Calendar (January 2022 – December 2022)

(An initiative of Internal Quality Assurance Committee)

Dated 03.01.2022

SINo.	Activity	Schedule	Responsibility
1	Inspection of Departmental Documentation	4 times a year (Jan, May, Aug, Dec)	IQAC
2	Campus Inspection	Bi-annually (Mar & Aug)	IQAC
3	IQAC Meeting	Bi-annually (Feb & Jul)	IQAC
4	Interaction of IQAC Committee with Faculty, Staff & Students	Annually (Jan/Feb)	IQAC
5	Departmental AQAR (AMC Monthly)	AMC Monthly	Heads of respective Department
6	Departmental AQAR submission	Apr/Aug	Management, Principal, HODs, All staff
7	Teaching Plan (Academic Calendar)	Before commencement of BDS & MDS courses	Principal Office
8	Research Projects and Related activities	Bi-annually(Mar-Oct)	Institutional Research & Ethics committee
9	Online exam valuation (Internal)	Bi-annually (Apr-Aug)	Exam cell
10	Nature Club	Annually (June)	Nature Club
11	Institutional Journal (JOBS OCT)	Sep/Oct annually	Journal of Oral & Biological Sciences Committee
12	Fresher's Day	Annually (Dec)	Students Union
13	Sports & Culturals	Apr/May annually	Student Council
14	List of Holidays	January annually	Principal & Administrative Office
15	Union Inauguration	November annually	Student Union
16	Meeting of Institutional Committee	Based on respective committee & responsibilities	Ethics Committee, Antiragging Committee, Women Cell, Library Committee
17	Committee Oriented Program/Activity	Bi-annually or min. 1/year	Respective committees
18	College Magazine Committee meeting	Annually (September/November)	Magazine Committee
19	Feedback from students on Faculty, Subject & Curriculum	Annually	Academic Monitoring cell
20	Feedback from Alumni	Annually	AAA

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Ernakulam, Kerala, India.

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www.annoordentalcollege.org

0485 2815217, 2815917
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Dr. Giju George Baby
Principal
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21	Alumni Executive Committee Meet	Annually (March)	AAA
22	Annual Report	Annually	Principal's Office



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IQAC Committee (2021-22)

Chairman : Dr. Giju George Baby, Principal
Chief Co-ordinator : Dr. Liza George, Vice Principal
Joint Co-ordinator : Dr. Vineet Alex, Professor & HOD, Dept. of Oral Medicine & Radiology
Management : Mr. Binyamine T.S, Director, Annoor Dental College & Hospital

IQAC Members

1. Dr. Abraham Ittyachen M, Professor, Dept. of General Medicine, MOSC, Kolenchery
2. Dr. Jose Paul, Professor & HOD, Dept. Of Periodontics
3. Dr. Gopikrishnan S, Professor & HOD, Dept. of Orthodontics
4. Dr. Pooja Latti, Professor & HOD, Dept. of Public Health Dentistry
5. Dr. Priya Thomas, Professor, Dept. of Oral Pathology
6. Dr. John Joseph Methippara, Reader, Dept. of Pedodontics and Preventive Dentistry
7. Dr. Anjana Thomas, Senior Lecturer, Dept. of Prosthodontics
8. Dr. Aleesha Joy, Senior. Lecturer, Dept. Of Conservative Dentistry
9. Mr. Arun K Thomas, Reader, Dept. Of Pharmacology
10. Mr. Biju K Joseph, Chief Operating Officer
11. Mr. Ebin Elias, CA to Principal
12. Ms. Sandhiya C S, Executive

Chairman IQAC

Dr. Giju George Baby
Principal

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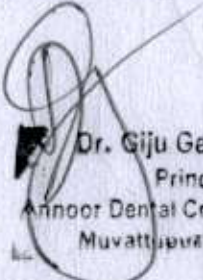
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Minutes of IQAC Meeting held on 20.1.2022 at the college auditorium at 12.30 pm.

Action Plan towards enhancement of Quality in the institution for the academic year 2022

- The IQAC meeting was started at the scheduled time. The introductory speech was given by the Principal, Dr. Giju Baby George.
- All the IQAC members were present for the meeting, the vice principal Dr. Liza George briefly described about the teaching curriculum and academics.
- The IQAC co-ordinator Dr. Vineet Alex, briefed about the various events and programs listed in the IQAC CALENDER 2022. He highlighted the need for conducting value added courses and add on courses from each department and also mentioned about organizing field visits related to the curriculum and research point of view. As per the listing of the programs and events based on the IQAC calendar 2021.
- The institutional journal committee suggested a change in the journal name from Annoor journal of Scientific research to Journal of Oral and Biological Sciences and also asked to come up with the next Issue and call for UG publications. The release of the edition to coincide with the 4th Anniversary.
- Campus inspection and internal audit which is scheduled to be organized in March to be coordinated by the Chief Operating officer.
- The quality assessment documents from each department have to be submitted to the IQAC cell by the NAAC department incharges by April.
- The CDE chairman Dr. Jose Paul requested the HOD's of various departments to conduct CDE programmes according to schedule at a staggering pace.
- To encourage faculty member for research and development and for publications reputed indexed scientific journals.




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- Review of Maintenance work in the campus and also all the physical facilities that are available in the individual departments
- Mentor mentee system should be made periodical and reports to be sent to the Principal every month by the concerned departments.
- To make efforts for linkages and MOU with institution for research purpose.
- In the view of upcoming World Environment Day in June, efforts to be made to make the college self sustained by encouraging planting trees and cultivating vegetables.
- To Initiate Yoga and meditation as value adding for personality development and what after BDS courses to be conducted and dates to be finalized.
- Graduation day has been scheduled tentatively by May 2022 and required measures and arrangements should be well coordinated.
- Adequate Budget allocation requested from the management to improve teaching and learning facilities for the the year 2022.
- The committee reviewed adequate facilities available in the institution – classrooms laboratories and computing equipment's.

All the committee and faculty members of the college were instructed to maintain and document all the events and programs and participation list of the students and faculty for the year 2022.

The meeting ended by 2.00 PM.

IQAC Chairman

Date:20.01.2022

Place:Muvattupuzha



IQAC Joint Co-ordinator

Dr. Giju George Baby
Principal
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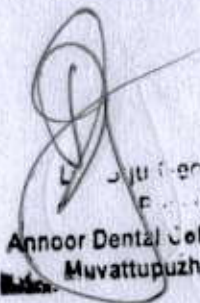
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Minutes of IQAC Meeting held on 30-05- 2022 in the lecture hall IV at 1.00 P.M.

Action Plan towards enhancement of Quality in the institution for the academic year 2022

- The IQAC meeting was presided over with the presence of all the committee members, The report of the previous meeting was given by the Principal , Dr. Giju Baby George.
- The vice principal Dr. Liza George explained about the action plan for the expected NAAC meeting and the document arrangement for IQAC cell
 - The IQAC co-ordinator Dr.Vineet Alex ,stressed the importance of IQAC in playing the major role conducting various quality enhancement programs for the betterment of the institution. All research activities to be updated and reported to the IQAC cell.
 - The Annoor journal of Scientific research to Journal of Oral and Biological Sciences committee was asked to come up with more UG publications. The release of the edition to coincide with the 4th Anniversary. Articles can be mailed to the IQAC cell
 - All the documents and data's needed for the AQAR submission was well maintained and updated.
 - The CDE chairman Dr.JosePaul requested the HOD's to hand over the list of CDE programs to be conducted in the following months
 - To promote faculty to attend national and international conferences and present papers and to give lectures in their respective academy conferences .List of all incubation centre to be maintained in IQAC identifying the roles in promoting innovative and research learning.




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It is decided to implement following activities towards quality enhancement in the institution during 2022.

- a. It was decided to make a progress report for all the years and specific mentor mentee system to be reviewed for the year.
- b. Initiate activities regarding gender equity, environment, human values and professional ethics.
- c. Make efforts for linkages, MOU with institutions abroad especially AIMST University of Malaysia.
- d. BLS course and Yoga programs were made compulsory all the years including PGs
- e. Training and hands on courses for the use of high end instruments like endo microscope and CBCT for interns and PGs were proposed.
- f.. New value added and add on courses were to be framed and delivery of these courses to be carried out..

It was suggested by IQAC Chairman that following programs to be conducted for the year 2021-22.



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- CBCT hands on
- Posterior tooth RCT training
- Preclinical training courses in Orthodontics and Prosthodontics
- ASCON Surgical Conference
- Tribal outreach programs

Committee reviewed adequate facilities available in the institution – classrooms laboratories and computing equipment's.

Adequate Budget allocation requested from the management to improve teaching and learning facilities for the the year 2022.

The meeting ended by 2.30 PM.

IQAC Chairman

Date:30.05.2022

Place:Muvattupuzha

IQAC Joint Co-ordinator



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Minutes of IQAC Meeting held on 31.08.2022 at the college auditorium at 1:00 pm.

- Following were the points of discussion and topics for consideration that took place during the meeting
- The IQAC meeting was started at the scheduled time. The introductory speech was given by the Principal, Dr. Giju Baby George.
- All the IQAC members were present for the meeting, the vice principal Dr. Liza George briefly described about the teaching curriculum and academics.
- The IQAC co-ordinator Dr. Vineet Alex, briefed about the various events and programs listed in the IQAC CALENDER for the months of sep, Oct, Nov 2022.
- Various flagship programmes including the induction of postgraduates and the Union Batch induction were to be conducted in specified time and plan
- He highlighted the need for conducting value added courses and add on courses from each department and also mentioned about organizing field visits related to the curriculum and research point of view. As per the listing of the programs and events based on the IQAC calendar 2022
- Articles from other dental institutions and international authors should be included in the college journal.
- Campus inspection and internal audit which is scheduled to be organized in September to be coordinated by the Chief Operating officer.
- The quality assessment documents from each department have to be submitted to the IQAC cell by the NAAC department incharges by October for the submission of AQAR 2022
- Students Dean requested the HOD's of various departments to promote students in participating in various CDE programs and cultural activities




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- To encourage faculty member for research and development and for publications reputed indexed scientific journals.
- Maintenance work in departments and the campus were to be properly maintained with the monthly report to be submitted to the principal by the chief Operating Officer.
- all the physical facilities that are available in the individual departments should be properly documented
- Need to appoint a female Counsellor for addressing girls students
- Annoor womens Brigade (AWB) programs should be conducted every month for the welfare of women .
- To document activities in MOU with institutions
- In the view of upcoming World Cancer Day in 2023, efforts to be made to make the college promote various cancer awareness programs
- To Initiate Yoga and meditation as value adding for personality development and what after BDS courses to be conducted and dates to be finalized.

The committee reviewed adequate facilities available in the institution – classrooms laboratories and computing equipments.

All staff Leisure trip is to be planned and executed by the month of November. The meeting ended by 2.00 PM.

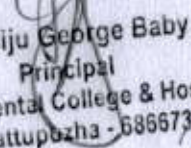

IQAC Chairman

Date: 31.08.2022

Place: Muvattupuzha


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