



SRI RAMAKRISHNA DENTAL COLLEGE & HOSPITAL

(Educational Service : SNR Sons Charitable Trust)

Affiliated to the Tamilnadu Dr. M.G.R. Medical University, Chennai.
Recognised by Dental Council of India, New Delhi



27.07.2024

Minutes of Meeting

The following points were discussed at the principal – IQAC meeting on 27.07.2024.

Venue: NAAC Room

Time: 10.00 A.M – 11:00 A.M

Chairperson: Dr. L. Deepanandan

IQAC Members			
S.NO	NAME	DEPARTMENT	DESIGNATION
1.	Dr. L. Deepanandan	Oral maxillofacial surgery	PRINCIPAL
2.	Dr. S. Gowri	Oral pathology	IQAC COORDINATOR
3.	Dr. Koshy	Periodontics	ISO INCHARGE
4.	Dr. J. Srihari	Periodontics	IQAC Member
5.	Dr. Bharadhan	Pedodontics	IQAC Member
6.	Dr. Ambalavanan	Conservative and endodontics	IQAC Member
7.	Dr. Shilpa Sunil	Oral maxillofacial surgery	IQAC Member
8.	Dr. Vinithra Suresh	Microbiology	IQAC Member
9.	Mr. Vivekanand	Administrative office	AO
10.	Mr. Ravichandran	Administrative office	Quality Assistant

S. No	Topic	Discussion	Action recommended
1	AQAR 2022-23	Review of AQAR 2022-23 submitted discussed. The problems faced during data collection were evaluated.	Program should be conducted on "How to document" for various committees pertaining to AQAR submission
2	Committee	Replacement of Members when relieved	When the faculties are relieved, they must be replaced by the newly recruited faculties in the various committees by Quality Control Team
3	Mentors	Replacement of Mentors when relieved	When the faculties are relieved, they must be replaced by the newly recruited faculties for mentoring their mentees by Quality Control Team
4	CSM Meeting	The beneficiaries / utilization is less	The Undergraduate clinic and Postgraduates departments to send students to attend the program to update their horizontal integration with in subjects
5	Value added program	Value added program	No outcome of Value-Added Programs is produced after follow-up of the program objectives

Dr. L. Deepanandan
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S. Gowri



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6	Feedback	Feedback analysis to be done	Analysis of feedbacks to be done by departments and action recommended to be suggested. Previous year Action taken report to be submitted along the action recommendation for current year.
7	Action plan 24-25	Action recommended 24-25	To collect action taken on Action recommendation of 2023-24 to be collected and action plan for 2024-25 to be submitted by Departments, Clinics and Committees.
8	Internal audit	Internal audit to be conducted in phased manner follow-ups and final audit after end of academic year	Internal audit to be conducted for Academic, Clinical, Research, Program, Library and Admission as per NAAC and ISO requirements.

Programs Planned

Administrative Programs

S. No	Program	Nature of Program	Beneficiaries	Objectives of the Program
1.	Clinical Documentation	Professional skill development program	Faculties	Effective clinical documentation supports high-quality patient care, enhances communication among healthcare providers, and ensures compliance and regulatory standards
2.	Record Maintenance	Professional skill development program	Non - Teaching	Systematic process of managing and preserving records within an organization. These records can pertain to various aspects of operations, such as administration, finance, human resources, and governance. Proper maintenance ensures that records are accurate, accessible, and meet organizational standards.
3.	Soft skill enhancement program	Professional skill development programme	Non-Teaching Staffs	Equip staff with techniques to approach and solve workplace challenges creatively and efficiently To improve interpersonal and professional skills that contribute to a more effective working environment



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4.	Soft skill enhancement program	Professional skill development programme	Teaching faculties	Develop skills in engaging and motivating students, and providing constructive feedback to enhance the learning experience.
5.	Field visit and collaborative activities	Teaching and Learning	Teaching faculties	Enhance practical understanding through direct experience and teamwork Create opportunities for participants to connect with industry professionals expanding their professional network and gaining insights into career paths.
6.	Faculty induction program	Training programmes for Newly joined faculties	Newly Joined Faculties	Educate new faculty about institutional policies, academic regulations, and administrative procedures and faculty conduct.
7.	Orientation Program - Institutional / Department objectives	Orientation / Induction Program	All Faculties and Institute staffs	Provide an overview of the institution's strategic plan and long-term goals, emphasizing how each member's role contributes to these objectives

Quality Programs

S. No	Program	Nature of Program	Beneficiaries	Objectives of the Program
1	FDP-Innovative teaching methodologies	Teaching and Learning	All faculties	To focus on innovative teaching methodologies to equip educators with advanced, effective, and engaging teaching strategies that enhance the learning experience and improve student outcomes
2	Team building	Entrepreneurship development program	Non-teaching faculties	To enhance collaboration, communication, and overall effectiveness within the team. Provide opportunities for team members to develop and practice key skills such as leadership, negotiation, and conflict resolution in a team setting




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3	professional development / administrative training programmes	Teaching and non-teaching/technical staff	Continuing education programmes, entrepreneurship development programmes, Professional skill development programmes, Training programmes for administrative staff
4	Faculty Development Programmes (FDP)	Teachers	Orientation / Induction Programmes, Refresher Course, Short Term Course, Teaching and Learning


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Principal - IQAC meeting on 10.1.2025

Venue. NAAC Room Time: 10.00 A.M - 11 :00 A.M

IQAC Members

IQAC Members			
S.NO	NAME	DEPARTMENT	DESIGNATION
1.	Dr. L. Deepanandan	Oral maxillofacial surgery	PRINCIPAL
2.	Dr. S. Gowri	Oral pathology	IQAC COORDINATOR
3.	Dr. J. Srihari	Periodontics	IQAC Member
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6.	Dr. Shilpa Sunil	Oral maxillofacial surgery	IQAC Member
7.	Dr. Vinithra Suresh	Microbiology	IQAC Member
8.	Mr. Vivekanand	Administrative office	AO
9.	Mr. Ravichandran	Administrative office	Quality Assistant

Topic	Discussion	Action Recommended
AQAR Submission:	Implement a Standardized methods to collect data from departments	Departments to be given timeline to submit the relevant documents and data which can be populated for AQAR submission



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Audit:	Conduct Periodic Internal Audits Training of Auditors and Auditees	Timeline to be established to conduct audits Training program has to be conducted periodically to familiarize the audit procedures
Feedback:	Structured Feedback Mechanism	Time line for obtaining Feedback should be included

S. Luni
IQAC COORDINATOR

U. Deepanandan
PRINCIPAL

Dr. L. DEEPANANDAN, MDS
Principal
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