



MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL
Chalakkara, P.O. Pallor, Mahe-673 310
U.T. of Puducherry. Ph : 0490 2337765

IQAC MINUTES OF MEETING



MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL

Chalakkara, P.O. Palloor, Mahe-673 310

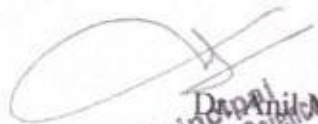
U.T. of Puducherry. Ph: 0490 2337765

CIRCULAR

04.01.2021

This is to inform that the IQAC meeting for the year 2021 will be conducted on 08.01.2021 at Conference Hall (9:30a.m.-10.00 a.m.)




Principal
Mahe Institute of Dental Sciences & Hospital
MAHE

Copy to

- Chairman.
- Vice Principal.
- Concerned members of the committee.




Dr. Anil Melath, MDS
Principal
Mahe Institute of Dental Sciences & Hospital
Chalakkara, P.O. Palloor, Mahe - 673310
U.T. of Puducherry



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U.T. of Puducherry. Ph: 0490 2337765

CIRCULAR

04.01.2021

This is to inform that the following members will constitute the Internal Quality Assurance Cell (IQAC) for the year 2021.



Dr. Anil Melath
Principal
Mahe Institute of Dental Sciences & Hospital
MAHE

Copy to

- Chairman.
- Vice Principal.
- Members of the committee



Dr. Anil Melath, MDS
Principal
Mahe Institute of Dental Sciences & Hospital
Chalakkara, P.O. Palloor, Mahe -673310
UT of Puducherry

MEMBERLIST OF IQAC FOR YEAR 2021:

Chairperson: Principal

Co-Ordinator: Dr.Raj A.C - HoD, Department of Oral Medicine and Radiology

Teacher representatives:

Dr. M.Selvamani, Professor, Department of Oral Pathology

Dr. Jeena Sebastian, Reader, Reader, Department of Oral Medicine and Radiology

Dr. Roshin C.N, Senior Lecturer, Department of Oral Pathology

Dr. Dhanya. B, Senior Lecturer, Department of Pedodontics

Dr. Hemalatha D.M, Senior Lecturer, Department of Periodontics

Member from the Management: Mrs.Prashanthi.M

Administrative Manager: Mr.Madhu Viswanath

Alumni member: Dr.Anjum Ashif

Student member - Mr.Sooraj.P – Third year student


Member from the employer: Mr.Binoy.T

Representative of local community: Mr. Antony Fernandes




Principal
Mahe Institute of Dental Sciences & Hospital
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Dr. Anil Nefath, MDS
Principal
Mahe Institute of Dental Sciences & Hospital
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Minutes of Meeting

Committee: IQAC

Date: 08.01.2021


Venue of Meeting: Conference Hall

Time: 9:30-10.00a.m.

Members Present			Members Absent		
Sl. No.	Designation	Name	Sl. No.	Designation	Name
1.	Chairperson	Dr. Anil Melath	1.	Member	Mr. Antony Fernandes
2.	Coordinator	Dr. Raj A.C.			
3.	Member	Dr. M. Selvamani			
4.	Member	Dr. Jeena Sebastian			
5.	Member	Dr. Roshin C.N.			
6.	Member	Dr. Dhanya. B.			
7.	Member	Dr. Hemalatha D.M.			
8.	Member	Mrs. Prashanthi Biju			
9.	Member	Mr. Madhu Viswanath			
10.	Member	Dr. Anjum Ashif			
11.	Member	Mr. Sooraj.P			
12.	Member	Mr. Binoy.T			

Sl. No.	Agenda with Points Discussed	Decision Taken	Person Responsible for Implementation	Target Date
1.	Agenda of the meeting was to assess / reformat committees in Institution. Measures to maintain the standard of patient care and academics in institution .	-	-	-
2.	The chairperson addressed the committee members and reviewed the decisions taken in previous meeting.	To follow the SOP in committee execution.	Concerned committee conveners	-

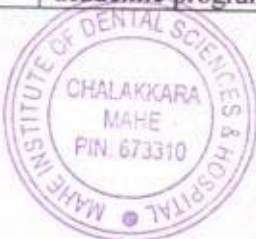




Dr. Anil Melath, MSc
Principal
Mahe Institute of Dental Sciences & Hospital
Chalakkara, P.O. Pallor, Mahe - 673310
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Minutes of Meeting

	<p>a) As decided in the previous meeting, Dr. Raj was happy to inform the members that all the SOPs were established and distributed to each committees. He stated that the SOPs were effective from 1.1.2021.</p> <p>b) He stated that SOPs were established for each committee and another SOP for the activities handled by the committee to reflect the method for implementing the decisions taken by the committee. Thus, if the unique code of SOP for a committee is C-IDC-01, then the SOP code of the activities related to this committee will be C-IDC-01-A. In case there are two SOPs for this committee, then the second SOP will have the code C-IDC-01-B.</p> <p>c) He also informed the members that the SOPs for the proposed committees were established and issued. In case a decision is taken to drop a committee that was proposed we will withdraw the related SOPs.</p>			
3.	<p>Proposal 1: To dissolve two committees:</p> <p>a) Academic curricular review committee</p> <p>b) Student,s academic quality committee</p>	To dismiss the committee	Principal	
4.	<p>Proposal 2: To create following sub committees –</p> <p>1. In academic committee-</p> <p>a) Committee for U.G academic programs</p>	Proposal was accepted	Principal	




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Minutes of Meeting


	b) Committee for P.G. academic programs c) Curriculum enrichment committee 2. To have COVID task force in Infection control Committee.			
5.	Proposal 3: To rename a) Patient grievance redressal cell as Committee for patient welfare and grievance redressal.	Proposal was accepted	Principal	
6.	Specific numbers to be given for the circulars.	Proposal was accepted		
7.	Mrs. Prashanthi addressed the delay in NEET examinations and admission due to <i>in PG</i> prevailing COVID situation	-	-	-
8.	Dr. Hemalatha and Dr. Jeena addressed the constant practice of hospital infection control measures and execution of COVID preventive measures in institution.	Maintain COVID preventive measures	Infection control committee	-
9.	The Co-ordinator of the committee thanked the members for attending the meeting.	-	-	-

Dr. Raj A C 




Principal,
MAHE QAC
Maha Institute of Dental Sciences & Hospital,
Chalakkara, P.O. Pallor, Mahe - 673310




Dr. Anil Melath, nos
Principal
Maha Institute of Dental Sciences & Hospital
Chalakkara, P.O. Pallor, Mahe - 673310
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CIRCULAR

12.01.2021

This is to inform that on the basis of IQAC meeting held on 08.01.2021, the following changes are made in institutional committee list.

1. Committee dissolved:
 1. Academic Curricular Review Committee
 2. Student Academic Quality Committee
2. Subcommittees formed are:
 - a. Academic committee:
 - a. U.G Academic committee
 - b. P.G.Academic committee
 - c. Curriculum Enrichment committee
 - b. Hospital Infection Control committee:
 - a. COVID task force
3. Committee renamed:
 1. Patient Grievance Redressal Cell - Patient Welfare And Grievance Redressal Cell

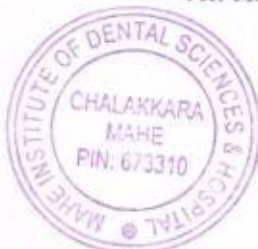
The constituting members of the newly formed committees will be decided and the list will be circulated.




Principal
Mahe Institute of Dental Sciences & Hospital
Chalakkara, Mahe
Principal

Copy to

- Chairman.
- Vice Principal.
- All HoDs.




Dr. Anil Melath, MDS
Principal
Mahe Institute of Dental Sciences & Hospital
Chalakkara, P.O. Palloor, Mahe -673310
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MINDS.P.O/01052021/1

01-05-2021


CIRCULAR

This is to inform that the IQAC meeting for the academic year 2020- 2021 will be conducted on 04-05-2021 at Conference Hall 9:30 am – 10:00 am)

All the members present are requested to attend the meeting without fail.

Venue: Conference Hall




Dr Anil Melath
Principal

Dr. Anil Melath, MDS
Mahe Institute of Dental Sciences & Hospital
Chalakkara, P.O. Palloor, Mahe -673310
UT of Puducherry

Copy to:-

- o Chairman
- o Vice principal
- o Admin manager
- o All HOD's
- o Office




Dr. Anil Melath, MDS
Principal
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Minutes of Meeting

Committee: IQAC

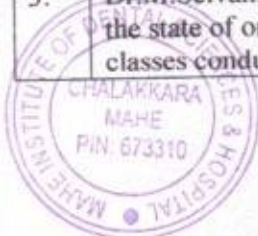
Date: 04.05.2021

Venue of Meeting: Conference Hall

Time: 9:30-10.00a.m.

Members Present			Members Absent		
Sl. No.	Designation	Name	Sl. No.	Designation	Name
1.	Chairperson	Dr. Anil Melath	1.	Member	Mr. Antony Fernandes
2.	Coordinator	Dr. Raj A.C	2.	Member	Dr. Anjum Ashif
3.	Member	Dr. M. Selvamani	-	-	-
4.	Member	Dr. Jeena Sebastian	-	-	-
5.	Member	Dr. Roshin C.N	-	-	-
6.	Member	Dr. Dhanya. B	-	-	-
7.	Member	Dr. Hemalatha D.M	-	-	-
8.	Member	Mrs. Prashanthi M	-	-	-
9.	Member	Mr. Madhu Viswanath	-	-	-
10.	Member	Mr. Sooraj.P	-	-	-
11.	Member	Mr. Binoy.T	-	-	-

Sl. No.	Agenda with Points Discussed	Decision Taken	Person Responsible for Implementation	Target Date
1.	Agenda of the meeting was to assess the measures to maintain the standard of patient care and academics in institution. The chairperson addressed the committee members and reviewed the decisions taken in previous meeting.	-	-	-
2.	Revamping of ISO certification and reconstituting the members was proposed by Mr. Madhu Viswanath	To assign new members for ISO certification process.	Principal	-
3.	Dr. M. Selvamani discussed on the state of online and offline classes conducted in	To continue the classes for students in a safe mode	Concerned Dept HODs	-



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Principal
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Minutes of Meeting

	institution.			
7.	Dr.Hemalatha and Mrs.Prashanthi insisted the delay in PG course admissions due to prevailing COVID situation	-	-	-
8.	Dr. Dhanya and Dr.Jeena addressed the hospital infection control measures and execution of COVID preventive measures in institution to ensure patient and student safety.	Maintain COVID preventive measures	Infection control committee	-
9.	Mr.Madhu Viswanath and Mr.Binoy informed that the institutional administrative works were performed in a constant pace to improvise the institutional standards.			
10.	Dr.Raj stated that NAAC activities in institution were satisfactory.			
11.	The Co-ordinator of the committee thanked the members for attending the meeting.	-	-	-

Dr. Raj A C



Chairperson
Principal
MAHE Institute of Dental Sciences & Hospital
MAHE



Dr. Anil Melath, MDS
Principal
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MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL
 Affiliated to Pondicherry Central University, Recognized by Dental Council of India
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EMPLOYEE'S EVALUATION REPORT

Employee's Name:
 Designation:

Date of joining:
 Evaluation period:

Rating criteria: 5 (Excellent) 4 (Good) 3 (Satisfactory) 2 (Fair) 1 (Poor)

Sl No	Performance Evaluation	Rating	Comments
1	Attendance & Punctuality		
2	Work Productivity		
3	Job Knowledge		
4	Quality of Work		
5	Dependability		
6	Co-op with other staff		
7	Approach towards Patients/Students		
8	Technical Skill		
9	Communication skills		
10	Loyalty to the Organization		
11	Commitment to Safety		
12	Supervisory Ability		
Overall Rating			

Any training program attended during this period	:	
Any insubordination or indiscipline case noted during this period	:	
Comments of HR Manager & Signature	:	
Supervisor's /In-charge's Comments & Signature	:	
Employee's Comments if any; & Signature:	:	
Remarks by Manager Administration/ Competent Authority & Signature	:	



Dr. Anil Meeth, MDS
 Principal
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