



6.5.1 Institution has a streamlined Internal Quality Assurance Mechanism

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CERTIFICATE OF THE HEAD OF INSTITUTION




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Dr.ANIL MELATH, MDS.,
PRINCIPAL

TO WHOMSOEVER IT MAY CONCERN

This is to certify that, our Institution has a streamlined Internal Quality Assurance Mechanism details are given:




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



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MINUTES OF THE IQAC MEETINGS



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MINDS.P.O/050722/04

05.07.2022

CIRCULAR

This is to inform that IQAC committee meeting is scheduled on 07.07.2022(Thursday) at conference hall.

All Committee members are informed to attend the meeting without fail.

Time: 02:00pm




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

Copy to:

Chairman
Vice Principal
Concerned HOD's
Admin Manager
NAAC Cell



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Committee: IQAC

Date: 7.7.2022

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.AntonyFernandes
2.	Coordinator	Dr. Raj A.C	2.	Member	Dr.Varun M
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	Mr.MadhuViswanath			
9.	Member	Mrs.PrashanthiM			
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: 1. Overlook on to previous minutes 2. Evaluation of overall student academic performance and to form new strategies for betterment. 3. Periodic updation of faculty data. 4. Take a look on to the sexual harassment details under Internal complaints committee.			



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2.	Chairperson welcomed the members for the meeting.			
3.	Evaluation of last year Institutional performance and overall activities.	Dates to be given are September 14, 15	NAAC core team	September 30th
4.	Dr Anil Melath requested all the HODs to comment on student performance and their evaluation.	To formulate within 1 week of result announcement	Dept Heads	October 5th
5.	Dr Anil Melath advised IQAC Chairperson to form new strategies for betterment based on these evaluations	To formulate within 2 weeks of result announcement	Dr Raj A C	October 15th
6.	All the members stated that, all sexual harassment complaints currently addressed by the internal complaints committee needs to be handled separately by Anti-sexual harassment committee.	To create a separate new Anti-sexual harassment committee	Dr Selvamani M	Next ICC meeting
7.	The coordinator thanked the members for attending the meeting.	-	-	-

Chairperson,
IQAC



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MINDS.P.O/061222/05

06.12.2022

CIRCULAR

This is to inform that IQAC committee meeting is scheduled on 08.12.2022(Thursday) at conference hall.

All Committee members are informed to attend the meeting without fail.

Time: 02:00pm



Dr. Anil Melath
PRINCIPAL

Principal
Mahe Institute of Dental Sciences & Hospital
MAHE

Copy to:

Chairman
Vice Principal
Concerned HOD's
Admin Manager
NAAC Cell



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Committee: IQAC

Date: 8.12.2022

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.AnilMelath	1.	Member	Dr.Varun M
2.	Coordinator	Dr. Raj A.C			
3.	Member	Dr.M.Selvamani.			
4.	Member	Dr.Jeena Sebastian			
5.	Member	Mr.MadhuViswanath			
6.	Member	Mr.AntonyFernandes			
7.	Member	Dr Jithesh			
8.	Member	Dr Prasad			
9.	Member	Mrs.PrashanthiM			
10.	Member	Mr.Sooraj.P			
11.	Member	Mr.Binoy.T			
12.	Member	Dr Manohar			
13.	Member	Dr Rajani			
14.	Member	Dr Bastian			
15.	Member	Mr Rahmathulla			
16.	Member	Mr Gireesh			

Sl. No.	Agenda with Points Discussed	Decision Taken	Person Responsible for Implementation	Target Date
1.	Agenda of the meeting: 1. Periodic inspection from Pondicherry University may be held in coming week.	All departments are requested to keep the data up to date	Department heads	15 th December



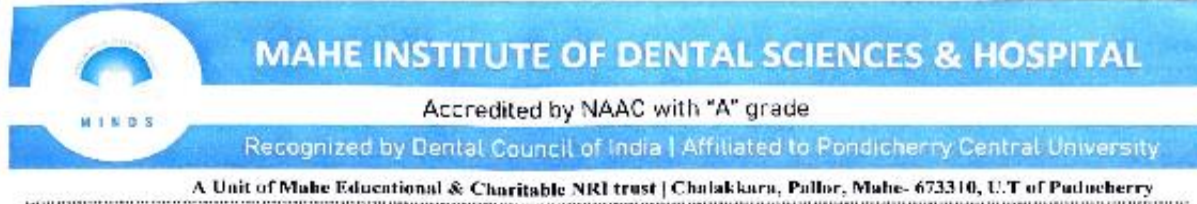
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	Dates are yet to confirm			
2.	AQAR: Dr Raj informed that AQAR data to be uploaded to NAAC before end of December, but we are exempted as the inspection and challenge was carries out in the same academic year	-all faculty have to be informed about same	IQAC	20 th December
3.	Faculty appraisal: Dr Anil Melath informed to submit self study report of all faculties	All faculties have to complete the prescribed format and submit to HR department.	HR Department	31 st December
4.	University examination. All the internal marks need to be uploaded before forthcoming University examination	Department incharge	Examination wing	15 th December
5.	The coordinator thanked the members for attending the meeting.			

Chairperson,
IQAC



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Ref. No: MINDS.P.O/07032023/03

Date: 07.03.2023

Circular

This is to inform that IQAC committee meeting is scheduled on 09.03.2023(Thursday) at conference hall.

All committee members are informed to attend the meeting without fail.

Time: 02:00pm

COPY TO :

- 1.Chairman
2. CEO
- 3.Principal
- 4.Vice Principal
5. Administrative Manager
- 6.All HOD'S
- 7.IQAC

Dr. Anil Melath
PRINCIPAL

Principal
Mahe Institute of Dental Sciences & Hospital
MAHE



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Committee: IQAC

Date: 09.03.2023

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.AnilMelath	1.	Member	Dr.Varun M
2.	Coordinator	Dr. Raj A.C	2.	Member	Mr.AntonyFernandes
3.	Member	Dr.M.Selvamani.			
4.	Member	Dr Prasad			
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6.	Member	Dr.Jeena Sebastian			
7.	Member	Dr Jithesh			
8.	Member	Dr Roshin			
9.	Member	Mrs.PrashanthiM			
10.	Member	Mr.Sooraj.P			
11.	Member	Mr.Binoy.T			
12.	Member	Dr Dhanya K B			
13.	Member	Dr Rajani			
14.	Member	Dr Hemalatha			

Sl. No.	Agenda with Points Discussed	Decision Taken	Person Responsible for Implementation	Target Date
1.	Agenda of the meeting: AQAR: Dr Raj informed that all data pertaining to AQAR need to be completed before the end of academic year	-all committee conveners and chairpersons need to be informed	IQAC to conduct a mock inspection in the month of April 2023	10 th April
2.	Conduct teachers training program	A training program for	staff welfare and development	17/03/2023



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		teachers is planned by staff welfare and development committee	committee	
3.	Conduct CDE programs and forensic work shop	A CDE program on forensic odontology for students and interested faculties	Dept of Oral Pathology	23/03/2023
4.	Faculty appraisal	Appraisal details of individual faculties are mailed to the respective id. Kindly check and respond for any grievances.	HR department	-
5.	The coordinator thanked the members for attending the meeting.	-	-	-

Chairperson,
IQAC