



6.5.1 Institution has a streamlined Internal Quality Assurance Mechanism

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MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL
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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
U.T. of Puducherry



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MINUTES OF THE IQAC MEETINGS



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MINUTES OF IQAC MEETING

Committee: IQAC

Date: 24.10.2024

Venue of Meeting: Mini Conference Hall

Time: 11:30am -12.00p.m.

Members Present			Members Absent		
Sl. No.	Designation	Name	Sl. No.	Designation	Name
1.	Chairperson	Dr. Anil Melath	1.	CEO	Dr. Nida Rasmeeth
2.	Coordinator	Dr. Dhanya KB	2.	Member	Dr. Varun
3.	Member	Dr. Roshin.	3.	Member	Mr. Antony Fernandez
4.	Member	Dr. Hemalatha	4.	Member	Dr. Praveen Francis
5.	Member	Mr. Madhu Viswanath	5.	Member	Dr. Jeena Sebastian
6.	Member	Mrs. Prashanthi M.			
7.	Member	Ms. Snehal Shanthi			
8.	Member	Dr. M. Selvamani			
9.	Invitee	Dr. Rajani George			
10.	Invitee	Dr. Rugma			
11.	Invitee				
12.	Invitee				
13.	Invitee				

Sl. No.	Agenda with Points Discussed	Decision Taken	Action taken report	Target Date
1.	Issue of Circulars from IQAC	It is suggested to issue the circulars from IQAC through IQAC mail and not to involve principal's office	IQAC is assigned to follow it up.	With immediate effect
2.	To evaluate IQAC activities of 2024-25	Subcommittees of IQAC has conducted following programs and meetings so far. Dental Education unit: CDE (4 so far), CPC (10 so far), Cognizance (4 so far)	To keep the same momentum of activities	Not applicable



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2		Commemorative days. 11 so far (world environment day, international yoga day, international drug abuse day,/ national Doctors day, youth skill day, / world oral hygiene day, antiaging awareness week, national sports day/ teachers day, international literacy day, onam celebration) Value added course: 1 Sub Committee meetings and activities (7 meetings in June; 9 meetings in July; 11 meetings in August; 6 meetings in September; 2 meetings so far in October.		
3	Change in committee members and change of SOP for year 2025-26	Dental education unit (to include FDP in it) New changes in SOP (Hostel committee meeting -4 meetings a year ; Mess committee meetings- 4 meetings a year ;Budget Allocation Committee meeting -4 meetings a year ;MOU's Committee meetings -4 meetings a year; Changes in Committee Members (Decided to request Dr Hemalatha to be Convener of Hostal Committee; Decided to change Programme Committee member Dr.Induja to Dr.Pooja ;Included Dr Esha Bargave as a Student Member of Journal Committee;Decided to request Mr.Jayaraj to be the Convener of Budget Allocation and Mr.Madhu Viswanath and Mr.Binoy ;For the Committee for Extension & Outreach ,Dr.Teenu was made the Convener & Dr.Unni for MOU's ,Dr.Hemalatha was added as a member ;A change in the Mentors Committee Members took place & the new members include Mrs.Parvathy as 1st year Incharge,Dr.Noufal as 2nd year Incharge,Dr.Megha as 3rd year Incharge,Dr.Nandhitha as 4th year incharge ,Dr.Rajani as Interns Incharge,Dr.Ambili as PG Incharge; New Members were added for Patient Welfare & Greivance Redressal Committee – Dr.Megha,Dr.Chaithanya,Dr.Teenu,,Dr.Lino,Dr.Manju, Dr.Ramnesh, Dr.Nandhitha,Dr.Steve; New members were added to the Committee for Student Exchange Programme-Dr.Fazila,Dr.Sreelakshmi; Two New Committees were formed –1.ANTI –DRUG ABUSE Committee	It is decided to include FDP committee under DEU	With immediate effect.



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		Chairperson – Dr.George Thomas, Convener – Dr.Teenu Thomas Members – Dr.Selvamani , Dr. Rena Ephraim , Dr.Manohar Herle, Dr.Anjali.K, Dr.Binoy T, Mrs.Mini P Sajan ,Miss Mudhra Maria Mathew, Dr.Praveen, Francis, Mr.Ramachandran 2.HOSPITAL SECURITY & VIOLENCE PREVENION COMMITTEE Chair Person –Dr.Anil Melath Convener –Mr.Madhu Viswanath Members – Dr.Selvamani, Dr. Rajani Mary George, Dr.Hemalatha, Mr.Binoy T, Mr.Rajesh –Security Incharge, Mr.Renil- Sub Inspector Of Police Department, Mrs.Vijayalakshni T, Mrs Mudhra Maria Mathew –Student Council Member . CHANGES IN IQAC MEMBERS LIST Decided to request Dr.Bimal as new Alumni Member , Dr. Arjun as Member from Employer		
4	To formulate IQAC activities for future.	It proposed to have a clear mission for the year 2025.	Requested IQAC coordinator to make a proposal.	1 week
5	To implement new institutional distinctiveness and best practices	Title of the practice: Student exchange program. Dr Rajani George explained the Objectives of the practice, Context and the practice. Best practice: Adoption of village: Dr Rajani George explained the activities of adopted tribal village and problems encountered during implementation and measures taken to rectify the same. Current institutional distinctiveness (CPC) and best practices (MINDS digital park and MINDS nest) Add an additional best practice- dental health check up	It is decided to implement the activities and note the Evidence of success and Problems encountered and resources required. It is decided to adopt	May 2025. May 2025.



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		in central prison, Kannur.	this as main best practice for the future. To collect all the required data in the prescribed format. To retain these practices and best practices. To collect the data in prescribed format and present it in IQAC by Dept of Public health dentistry.	With immediate effect. May 2025.
6	To finalize IQAC members list for the year 2025	It is decided to change the alumni member Dr Varun as he is out of station. To include member from the employer for the year 2025	To request Dr Bimal Rag to be the IQAC alumni member for the year 2025. To request Dr Arjun MR as a member from the employer	One month time 30/11/2024.



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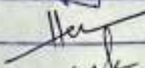
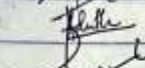
			during the year 2025	
7	Uploading the NAAC data to HEI portal	It is decided to upload the 23-24 data to NAAC portal in a time bound pattern and not to push to the last minute.	To complete the upload by end of November 2024	1 month 30/11/2024
8	To propose the next meeting date	It is decided to have the meeting on mid of January	To find the convenient date by contacting the external members	First week of January 2025.

Co ordinator,
IQAC

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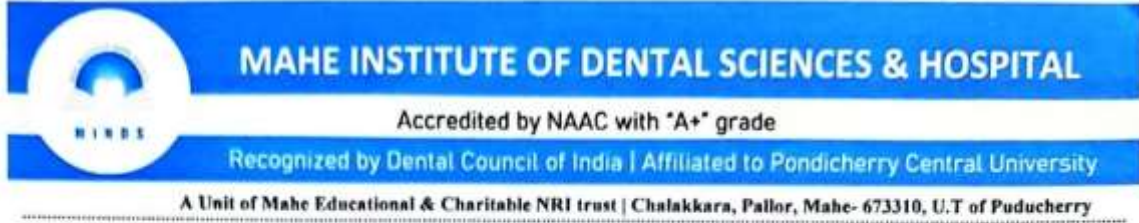
IQAC meeting

Date: 24/10/24
Time: 2 PM.
Venue: Mini Conference hall.

(1) Dr. Anil Melath	
(2) Dr. Raj A C	
3. Dr. Hemalatha D.M	
4. Dr. Shanya KB	
5. Dr. Lugna Kumar	
6. Dr. Roshni M	
7. Shree S	
8. Alukathu	
9. Dr. Rajani George	
10. Binoy T.	
11. Dr. Sathyan M	
12. machu	



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Ref. No: MINDS.P.O/19052025/03

Date: 19.05.2025

CIRCULAR

This is to inform you that **Criteria Heads meeting** is scheduled to be held on 22.05.2025 (Thursday) at **Conference Hall**.

All are informed to attend the meeting without fail. **If the designated person is unavailable on the day, please arrange for an alternative.**

Time:-11.30am

CRITERIA HEADS

- Dr.Nandhitha
- Dr.Rajani Marry George
- Dr.Dhanya K.B
- Dr.Jeena Sebastian
- Dr.Roshin C.N
- Dr.Hemalatha D.M
- Dr.Anjali K
- Dr.Teenu Thomas
- Dr.Ankitha Thejus
- Dr.Aparna M
- Dr.Thrishna Ashok
- Dr.Jithesh Kumar
- Dr.Steve Mathew Jacob

Copy to

1. Chairman
2. CEO
3. Vice Principal
4. Administrator
5. All HOD's
6. IQAC


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



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Committee: IQAC

Date: 22.05.2025

Venue of Meeting: Mini Conference Hall

Time: 11:30am -12.00p.m.

Members Present			Members Absent		
Sl. No.	Designation	Name	Sl. No.	Designation	Name
1.	Chairperson	Dr. Anil Melath	1.	CEO	Dr Nida Rasmesh
2.	Coordinator	Dr Dhanya KB	2.	Member	Dr Varun
3.	Member	Dr Roshin.	3.	Member	Mr. Antony Fernandes
4.	Member	Dr Hemalatha	4.	Member	Dr Praveen Francis
5.	Member	Mr. Madhu Viswanath	5.	Member	Dr. Jeena Sebastian
6.	Member	Mrs. Prashanthi			
7.	Member	Ms Snehal Shaji			
8.	Member	Dr. M. Selvamani			
9.	Invitee	Dr Rajani George			
10.	Invitee	Dr Rugma			
11.	Invitee				
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Sl. No.	Agenda with Points Discussed	Decision Taken	Action taken report	Target Date
1.	Issue of Circulars from IQAC	It is suggested to issue the circulars from IQAC through IQAC mail and not from principal's office. Principal addressed pros and cons and decided to keep under progression.	IQAC is assigned to follow it up.	30/6/25
2.	To evaluate IQAC activities of 2024-25	Subcommittees of IQAC has conducted following programs and meetings so far. Dental Education unit: CDE (12 so far), CPC (23 so far), Cognizance (13 so far)	To keep the same momentum of activities	Not applicable



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2		FDP (13 so far) IPR (12 so far) Workshop (1 so far) Conference :State level (1) International- In collaboration with AIIMST Malaysia in May 10-11th Add-on-course: 8 Commemorative days. 11 so far (world environment day, international yoga day, international drug abuse day,/ national Doctors day, youth skill day, / world oral hygiene day, antiaging awareness week, national sports day/ teachers day, international literacy day, onam celebration) Value added course: 10 Sub Committee meetings and activities (7 meetings in June; 9 meetings in July; 11 meetings in August; 6 meetings in September; 2 meetings so far in October.		
3	Change in committee members and change of SOP for year 2025-26	Dental education unit (to include FDP in it) New changes in SOP (Hostel committee meeting -4 meetings a year ; Mess committee meetings- 4 meetings a year ;Budget Allocation Committee meeting -4 meetings a year ;MOU's Committee meetings -4 meetings a year; Changes in Committee Members (Decided to request Dr Hemalatha to be Convener of Hostal Committee; Decided to change Programme Committee member Dr.Induja to Dr.Pooja ;Included Dr Esha Bargave as a Student Member of Journal Committee;Decided to request Mr.Jayaraj to be the Convener of Budget Allocation and Mr.Madhu Viswanath and Mr.Binoy ;For the Committee for Extension & Outreach ,Dr.Teenu was made the Convener & Dr.Unni for MOU's ,Dr.Hemalatha was added as a member ;A change in the Mentors Committee Members took place & the new members include Mrs.Parvathy as 1st year Incharge,Dr.Noufal as 2nd year Incharge,Dr.Megha as 3rd year	It is decided to include FDP committee under DEU	With immediate effect.



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		Incharge, Dr. Nandhitha as 4th year incharge, Dr. Rajani as Interns Incharge, Dr. Ambili as PG Incharge; New Members were added for Patient Welfare & Greivance Redressal Committee – Dr. Megha, Dr. Chaithanya, Dr. Teenu, Dr. Lino, Dr. Manju, Dr. Ramnesh, Dr. Nandhitha, Dr. Steve; New members were added to the Committee for Student Exchange Programme – Dr. Fazila, Dr. Sreelakshmi; Two New Committees were formed – 1. ANTI – DRUG ABUSE Committee Chairperson – Dr. George Thomas, Convener – Dr. Teenu Thomas Members – Dr. Selvamani, Dr. Rena Ephraim, Dr. Manohar Herle, Dr. Anjali.K, Dr. Binoy T, Mrs. Mini P Sajan, Miss Mudhra Maria Mathew, Dr. Praveen, Francis, Mr. Ramachandran 2. HOSPITAL SECURITY & VIOLENCE PREVENION COMMITTEE Chair Person – Dr. Anil Melath Convener – Mr. Madhu Viswanath Members – Dr. Selvamani, Dr. Rajani Mary George, Dr. Hemalatha, Mr. Binoy T, Mr. Rajesh – Security Incharge, Mr. Renil- Sub Inspector Of Police Department, Mrs. Vijayalakshni T, Mrs Mudhra Maria Mathew – Student Council Member . CHANGES IN IQAC MEMBERS LIST Decided to request Dr. Bimal as new Alumni Member, Dr. Arjun as Member from Employer		
4	To formulate IQAC activities for future.	It proposed to have a clear mission for the year 2025.	Requested IQAC coordinator to make a proposal.	1 week
5	To implement new institutional distinctiveness and best practices	Title of the practice: Student exchange program. Dr Rajani George explained the Objectives of the practice, Context and the practice. Title of practice: Village adoption Current institutional distinctiveness (CPC) and best	It is decided to implement the activities and note the Evidence	May 2025.



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		practices (MINDS digital park and MINDS nest) Add an additional best practice- dental health check up in central prison, Kannur.	of success and Problems encountered and resources required. It is decided to adopt this as main best practice for the future. To collect all the required data in the prescribed format. To retain these practices and best practices. To collect the data in prescribed format and present it in IQAC by Dept of Public health dentistry.	May 2025. With immediate effect. May 2025.
6	To finalize IQAC members list for the year 2025	It is decided to change the alumni member Dr Varun as he is out of station.	To request Dr Bimal Rag to be the IQAC alumni	One month time 30/11/2024.



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		To include member form the employer for the year 2025	member for the year 2025. To request Dr Arjun MR as a member from the employer during the year 2025	
7	Uploading the NAAC data to HEI portal	It is decided to upload the 23-24 data to NAAC portal in a time bound pattern.	To complete the upload by end of August 2025	1 month
8	To propose the next meeting date	It is decided to have the meeting in the mid June 2025	To find the convenient date by contacting the external members	.

PLAN OF ACTION	ACHIEVED
Adoption of village	Tribal village – Kannavam colony adopted in June 2023 is made functional by conducting camps and procedural charges in 50% discount rates till date.
Digitization - HMS	Faculty leave applications , digital circulars and all other applications
Digitization second phase – I-pad distribution and records through I pad	Orientation clas is done – proposal and quotation received (Apple education platform)
Launch of new transport facility	Launched new transport facility for students Launch of new mobile dental unit in progress
Conduction of conferences at minds	Conducted national, state level and International conferences in our institution.



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Student exchange programmes	Conducted UG and PG exchange programmes PG departments Conducted : Periodontics Orthodontics Ongoing : pedo
CO-PO Implementation Lesson plan circulation	Class + discussion stage 1 done Stage 2- in May- Question Paper preparation as per CO-PO From minds nest to individual batch via groups.
Upgrading the institutional equipments	CAD CAM – Installed and functional CBCT - installed and functional
MOU s	Current : 30 International MOUs :- AIIMST, Malaysia AHLIA University, Bahrain Vietnam University 3 ongoing (mostly will sign in June)
Research and publications	Increase in number of publication noted Around 60 publications for the year (Had 159 for 5 years during NAAC inspection)

Co ordinator,
IQAC

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T&AC meeting

Date :- 22/5/25
Time :- 11:30am
Venue :- conference Hall

1. Dr. Nanditha
2. Dr. Rajani Mary George
3. Dr. Pradya K.B
4. Dr. Jeena Sebastian
5. Dr. Rashin C.N
6. Dr. Hemalatha D.M
7. Dr. Anjali K
8. Dr. Teenu Thomas
9. Dr. Anitha Thejus
10. Dr. Aparna M
11. Dr. Thrishna Ashok
12. Dr. Jithesh Kumar
13. Dr. Grejo Mathew Jacob
14. Dr. Lino Paul

(Handwritten signatures and dates are present next to the list items, including "22/5/25" and "22/5/25".)