



Estd : 1987

# RAJAS DENTAL COLLEGE & HOSPITAL

Kavalkinaru Jn., Tirunelveli District - 627 105

DCI Recognition No: DE-3(44)-93/2246

Dated 09/11/1993

Affiliated to :

The Tamilnadu Dr. M.G.R. Medical University, Chennai.

Date : 22/06/2021

Venue : IQAC/NAAC Cell

IQAC HEAD : Dr.Alex Mathews Muruppel, MDS

## IQAC MEETING

### AGENDA

1. Recommendation by the NAAC cell regarding changes to be made for the next NAAC accreditation by 2026
2. Analysis of 2020 AQAR report to be submitted by October 2021
3. AQAR report for 2021 to be submitted by March 2022
4. Coordinator of various programs conducted so far by various departments to be collected and to be submitted to NAAC / IQAC cell
5. Placement cell is to be made proactive.

### MINUTES OF MEETING

- Principal has diligently maintained the files of the programs conducted so far for the year 2021
- The entire domain to be changed for our college website to [rajasdentalcollege.edu.in](http://rajasdentalcollege.edu.in)
- Pdf of AQAR circulated to all members of IQAC
- Annual budget to be planned from this year to ensure an achievable annual budget proposal for consumables, equipments, renovations / civil and expansion plans



  
PRINCIPAL

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Dated 09/11/1993

Affiliated to :

The Tamilnadu Dr. M.G.R. Medical University, Chennai.

## Members attended:

Dr.Alex Mathews Muruppel, MDS

Dr.Shyam Mohan, MDS, DNB

Dr.AngelineDeepthi, MDS

Dr. Joephin Soundar MDS

Dr.Benin, MDS

Dr. Nelson MDS

Dr.G.Rekha,M.Sc., Ph.D

Dr.N.J. Nagaraj MDS

Dr.Sudha Rani , MDS







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DCI Recognition No: DE-3(44)-93/2246

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Affiliated to :

The Tamilnadu Dr. M.G.R. Medical University, Chennai.

Date : 29/07/2021

Venue : IQAC/NAAC Cell

IQAC HEAD : Dr.Alex Mathews Muruppel, MDS

## IQAC MEETING

### AGENDA

1. Hyperlink for the new college website to be made available to all the staff members
2. Updating the new website with respect to new NAAC guidelines and sensitize finance department as per new NAAC guidelines in maintenance of financial documents.
3. We are planning for submissions of 2020 AQAR by November 2021. To facilitate the same suggestions / deficiencies to be consulted with each criteria and a rough draft of AQAR to be made available by Aug 23<sup>rd</sup> 2021( Tentative next IQAC Meeting)
4. Value added programs to be recommended for accreditation by the university, can be used for NAAC credit points.
5. A very specific program co-ordinator recommended to coordinate the events from inception , planning, progress, feedback and updation of geo tagged photographs for the purpose of Data storage and retrieval for academic and non-academic programs
6. A standard protocol for the research work done in tie up institutions like requisition letter and a completed certificate at other institutions proposed. Attendance certificate, completion certificate, and results to be submitted as soft copy to the Research committee

### MINUTES OF MEETING

1. Hyper Link of Recorded conducted to be displayed on the website
2. Results framework document proposed as an indicator resource allocation
3. To work with Mr.Subramonian till the nest chief financial office is appointed
4. Electronics boards proposed for past principal, rank holders etc
5. Go- Daddy server merits and demerits discussed
6. A well trained Web designer suggested.



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Dr. Joephin Soundar MDS

Dr.Gracelin , MDS

Dr.John Heart Deepak, MDS

Dr.Vinej Somaraj, MDS







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Date : 27/08/2021

Venue : IQAC/NAAC Cell

IQAC HEAD : Dr.Alex Mathews Muruppel, MDS

## IQAC MEETING

### **Agenda:**

1. Results framework document which provides a summary of the most important results that a specific teaching program includes infrastructure, academics and equipments
2. Specific program co-ordinator recommended is yet to be appointed
3. Well trained web designer is yet to be appointed
4. Prospective and fund planning mobilization for respective year is to be made

### **Minutes of Meeting:**

1. The board of study member to the TNMGR university from our institution has to be appointed
2. RFD document to be consolidated
3. Projected expenditure, infra structure documented – (Source of fund mobilization to be analyzed)
4. Incentive policy for staff publications, conferences, maternity leave under staff welfare scheme to be documented (List of beneficiary and audit statement)
5. Audit statements for Grants obtained
6. Staff appraisal form for both teaching and non teaching to be made



*[Handwritten signature]*  
27/8/2021

**PRINCIPAL**

Reception : 04637 - 231367  
Fax : 04637 - 231905

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Dr.Benin, MDS

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Date : 28/09/2021

Venue : IQAC/NAAC Cell

IQAC HEAD : Dr.Alex Mathews Muruppel, MDS

## IQAC MEETING

### **AGENDA:**

1. AQAR report of 2020 –query to be placed in the NAAC portal regarding clarity of submission of AQAR report.
2. Replacement for Dr. Rekha, Dr. Krishnamoorthy, and Dr. Vivek.
3. Requirement of Program Coordinator.

### **MINUTES OF MEETING:**

1. Query placed in NAAC portal. Further submission of AQAR report to be reviewed after the reply form NAAC portal.
2. Dr.Thirumalai appointed as Program Coordinator (Dept. Of Pharmacology); to coordinatoor with Dr. Joephin and Dr. Amalorpavam
3. A directive to be given to IRB and IEC for prior synopsis verification to be submitted before actual PhD presentation.
4. Each of staff members to review the patient management software
5. Dr. Divakar and Dr. Renganath have been short listed as probable candidates, which needs to be confirmed with Chairman.



  
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## MEMBERS ATTENDED

Dr. Alex Mathews Muruppel, , MDS

Dr. Shyam Mohan A, MDS

Dr. Angeline Deepthi, MDS

Dr. Benin, MDS, MDS

Dr. Mohan Raj JP, MDS

Dr. Vinej Somaraj, MDS

Dr. Joephin, MDS

Dr. John Deepak, MDS

Dr. Amalorpavam, MDS

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Date : 27.10.2021  
Venue : IQAC/NAAC Cell  
IQAC HEAD : Dr.Alex Mathews Muruppel, MDS

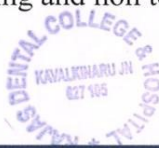
## IQAC MEETING

### **Agenda:**

1. Results framework document which provides a summary of the most important results that a specific teaching program includes infrastructure, academics and equipments
2. Specific program co-ordinator recommended is yet to be appointed
3. Well trained web designer is yet to be appointed
4. Prospective and fund planning mobilization for respective year is to be made

### **Minutes of Meeting:**

1. The board of study member to the TNMGR university from our institution has to be appointed
2. RFD document to be consolidated
3. Projected expenditure, infra structure documented – (Source of fund mobilization to be analyzed)
4. Incentive policy for staff publications, conferences, maternity leave under staff welfare scheme to be documented (List of beneficiary and audit statement)
5. Audit statements for Grants obtained
6. Staff appraisal form for both teaching and non teaching to be made



  
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Dr. Benin, MDS, MDS

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Dr. Vinej Somaraj, MDS

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Dated 09/11/1993

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Date : 28/11/2021

Venue : IQAC/NAAC Cell

IQAC HEAD : Dr.Alex Mathews Muruppel, MDS

## IQAC / NAAC MEETING

### AGENDA:

1. Program Coordinator circular to be issued for Dr. Thirumalai
2. Replacement of Dr. Rekha, Dr. Vivek and Dr. Krishnamoorthy
3. Dates to be finalized for rough draft – AQAR
4. Query to be placed in NAAC portal regarding the clarity of Academic Year and month for AQAR submission

### MINUTES OF MEETING:

1. Replacement for Dr. Rekha (Criteria 7) – Dr. Thirumalai supported with Dr. Nagaraj
2. Replacement for Dr. Viverk (Criteria 8) – Dr. Jefery
3. Replacement for Dr. Krishnamoorthy (Criteria 4) – Dr. Divakar
4. Principal consented to make a circular for Program Coordinator – Dr. Thirumalai
5. Tentative dates for each criteria
  - a. Criteria 1 & 6 = 13/12/2021
  - b. Criteria 2 = 13/12/2021
  - c. Criteria 3 = 10/12/2021
  - d. Criteria 4 = 11/12/2021
  - e. Criteria 5 = 11/12/2021
  - f. Criteria 7 = 10/12/2021
  - g. Criteria 8 = 13/12/2021

### MEMBERS ATTENDED

1. Dr. Alex Mathews Muruppel, MDS
2. Dr. Shyam Mohan A, MDS
3. Dr. Angeline Deepthi, MDS
4. Dr. Benin, MDS
5. Dr. Mohan Raj JP, MDS
6. Dr. Vinej Somaraj, MDS
7. Dr. Amalorpavam, MDS
8. Dr. Graceline, MDS
9. Dr. Divakar, MDS
10. Dr. Jeffrey, MDS
11. Dr. Thirumalai, MDS
12. Dr. Nelson

  
28/11/21  
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Date : 6/12/2021  
Venue : IQAC/NAAC Cell  
IQAC HEAD : Dr.Alex Mathews Muruppel, MDS

## **IQAC / NAAC MEETING**

### **AGENDA:**

- 1 AQAR Submission discussion with each criteria incharge
- 2 Points to be discussion with principal were prepared under each criteria
- 3 Future Planning the financial planning, Value added courses, Good Practicals for 2022

### **MINUTES OF MEETING:**

- 1 Meeting with Dr.Thirumalai and Dr.Nagaraj working under criteria 7 regarding - best practices, sanitary certificate renewal, Biomedical waste management awareness program to staff.
- 2 Future proposal for green initiatives
- 3 Meeting for Dr.Nelson and Dr.Jeffrey regarding criteria 8 - Dr.Nelson and Dr.Jeffrey regarding financial dental planning , Covid -vaccine implementation doubts regarding AQAR , Orientation Program.
- 4 Meeting for Dr.Jaish and Dr.Benin Criteria 3 - Pgs list degree certified journals of staffs
- 5 Meeting for Dr.Joephin and Dr.Akash Criteria 1, 6 - Value added courses , fund mobilisation for the next academic year curriculum feedback for teaching and nonteaching data for staff appraisal etc

### **MEMBERS:**

1. Dr. Alex Mathews Muruppel
2. Dr.Shyam Mohan, MDS, DNB
3. Dr.AngelineDeepthi, MDS
4. Dr. Nelson, MDS
5. Dr.Vinej, MDS
6. Dr.Amalorpavam,MDS
7. Dr.Thirumalai,M.Sc., Ph.D

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Affiliated to :  
The Tamilnadu Dr. M.G.R. Medical University, Chennai.

Date : 02/01/2020

Venue : IQAC/NAAC Cell

IQAC HEAD : Dr. Anisha Cynthia Sathyasekar, MDS

## IQAC MEETING

### **Agenda:**

1. Query of each criteria were enquired and discussed
2. All NAAC members informed to ready with the hardcopies of all criterias by jan 22<sup>nd</sup> 2020
3. Indoor stadium civil work upgradation discussed with the management

### **Minutes of Meeting:**

1. Smart screen should equipped in Lecture Hall
2. All the NAAC criteria members were given date to complete their criteria within the time
3. SSR writeup of all the criterias were stressed at final document submission has to be done before all of the office bearers of NAAC and Principal
4. Year book were finalised by the NAAC committee and IQAC convenor



*Anisha*  
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Date: 02/01/2020

## Members attended:

Dr. Anisha Cynthia Sathyasekar, MDS

Dr. Shyam Mohan, MDS, DNB

Dr. Angeline Deepthi, MDS

Dr. Nelson, MDS

Dr. Amalorpavam, MDS

Dr. G.Rekha, M.Sc., Ph.D

Dr. Angeline Meha, MDS

Dr. Gracelin, MDS



*Angeline*  
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Date : 20/02/2020

Venue : IQAC/NAAC Cell

IQAC HEAD : Dr. Anisha Cynthia Sathyasekar, MDS

## IQAC MEETING

### Agenda:

1. Well trained web designer is yet to be appointed
2. Website upgradation was discussed with the website committee and splitted their criterias to the members in that committee ( Dr.Krishnamoorthy and Dr.Lal for criteria 1, 3,4,7 & Dr.Anoop and Mr.Selvam for criteria 2,5,6)
3. Alumini meeting and their details has to be collected for the NAAC purpose
4. Prospective and fund planning mobilization for respective year is to be made

### Minutes of Meeting:

1. For Providing the link in the criterias, members are requested to upload the photos in the Google drive
2. IQAC initiated to give more importance for students satisfactory survey and feedback to all NAAC criteria members
3. NEET score card from all students required for the importance in the NAAC accreditation, files has to be documented properly
4. Proper mentorship should be maintained and Mentors should mail to their mentees, so they have to replay back to them it should be in two way process
5. IQAC initiated to access online journals for staff and students



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6. Initiated to provide seed money for research with staff and students should be utilised for the study

Date: 20/02/2020

## Members Attended

Dr. Anisha Cynthia Sathyasekar, MDS

Dr. Shyam Mohan, MDS, DNB

Dr. Angeline Deepthi, MDS

Dr. Joephin Soundar MDS

Dr. Deepak, MDS

Dr. Benin, MDS

Dr. Nelson, MDS

Dr. Amalorpavam, MDS

Dr. G. Rekha, M.Sc., Ph.D

Dr. Angeline Meha, MDS

Dr. Anoop Harris, MDS

Dr. Gracelin, MDS

Dr. Lal Krishna, MDS

Mr. Paramasivam

Mr. Selvam



*Angeline*  
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Date : 27/06/2020

Venue : IQAC/NAAC Cell

IQAC HEAD : Dr. Anisha Cynthia Sathyasekar, MDS

## IQAC MEETING

### Agenda:

1. Tentative Date of SSR upload by 1<sup>st</sup> week of March
2. Criterion-1 Query from the concerned faculty discussed with NAAC Coordinator and IQAC Coordinator.
3. Governing Council Agenda Minute of Meeting discussed with the Principal

### Minutes of Meeting:

1. Smart screen should equipped in Lecture Hall
2. All the NAAC criteria members were given date to complete their criteria within the time
3. SSR writeup of all the criterias were stressed at final document submission has to be done before all of the office bearers of NAAC and Principal
4. Year book were finalised by the NAAC committee and IQAC convenor



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Dr. Gracelin, MDS



*Cynthia*  
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