



RRDCH/IQAC/2019-20/04

13th April 2020

MEETING NOTICE

The IQAC meeting is scheduled on 15th April 2020 between 2 pm and 3.30 pm.

Agenda of the Meeting:

04/01 To review the observations of the Peer Team and the Grade Assigned

04/02 Induction for the new IQAC members

04/03 Establishment of COVID Special clinic and management of the pandemic situation

The meeting to be attended by

Sl. No.	Name of the Member	Designation	Signature
1	Dr. Rajkumar S. Alle Principal and Head, Department of Orthodontics	IQAC Chairman	
2	Mr. S. Vijayanand Executive Director	Management Representative	
3	Dr. Edwin Devadoss Dean	Senior Administrative Officer	
4	Dr. Nagarathna C. Professor & Head, Department of Pedodontics, Associate Dean (Academics)	Senior Teacher	
5	Dr. Balaji P. Professor & Head, Department of Oral Medicine, Associate Dean (Administration)	Senior Teacher	
6	Dr. Madhumathi Singh Professor & Head, Department of Oral Maxillofacial Surgery, Associate Dean (Human Resources)	Senior Teacher	
7	Dr. Savita S., Professor and Head, Department of Periodontology Associate Dean (Examination)	Senior Teacher	
8	Dr. Girish H. C. Vice-Principal, Professor and Head, Department of Oral Pathology	Senior Teacher	
9	Dr. Shyamala K., Professor, Department of Oral and Maxillofacial Pathology	NAAC Co-ordinator	





10	Dr. Navin H. K. Professor, Department of Pedodontics	Teacher	
11	Dr. Rohit S. Professor Department of Oral and Maxillofacial Surgery	Teacher	
12	Dr. Prasanna Kumar Y. S. Professor, Department of Public Health Dentistry	Teacher	
13	Dr. Rithesh K. Professor, Department of Periodontology	Teacher	
14	Dr. Prasanna Kumar Bhat Reader, Department of Pedodontics	Teacher	
15	Dr. Vinaya Kumar R. Professor, Department of Periodontology	Teacher	
16	Dr. Shreya B. Senior Lecturer, Department of Prosthodontics	Teacher	
17	Mr. Navin Chief Administrative Officer	Senior Administrative Officer	
18	Mr. Shesha	Local Society Member	
19	Mr. Suraj Sathyendra	Student Member	
20	Dr. Lokesh N. K. Professor, Department of Orthodontics	Alumni Member	
21	Mr. Jayabalan	Employer	
22	Dr. Deeksha Shastry	Industrialist	
23	Dr. Anand Parent	Stakeholder	
24	Dr. Poornima C. Professor, Department of Oral Medicine and Radiology	Co-ordinator of IQAC	

Signature
 IQAC Chairman





PROCEEDINGS OF THE MEETING

The meeting was held on 15th April 2020 between 2 pm and 3.30 pm. The meeting was conducted online on Zoom Cloud Meeting (Meeting ID. 25217757; Password: 765251).

The meeting was attended by

Sl. No.	Name of the Member	Designation	Signature
1	Dr. Rajkumar S. Alle Principal and Head, Department of Orthodontics	IQAC Chairman	
2	Mr. S. Vijayanand Executive Director	Management Representative	
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9	Dr. Shyamala K., Professor, Department of Oral and Maxillofacial Pathology	NAAC Co-Ordinator	
10	Dr. Navin H. K. Professor, Department of Pedodontics	Teacher	
11	Dr. Rohit S. Professor Department of Oral and Maxillofacial	Teacher	





	Surgery		
12	Dr. Prasanna Kumar Y. S. Professor, Department of Public Health Dentistry	Teacher	
13	Dr. Rithesh K. Professor, Department of Periodontology	Teacher	
14	Dr. Prasanna Kumar Bhat Reader, Department of Pedodontics	Teacher	
15	Dr. Vinaya Kumar R. Professor, Department of Periodontology	Teacher	
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20	Dr. Lokesh N. K. Professor, Department of Orthodontics	Alumni Member	
21	Mr. Jayabalan	Employer	
22	Dr. Deeksha Shastry	Industrialist	
23	Dr. Anand Parent	Stakeholder	
24	Dr. Poornima C. Professor, Department of Oral Medicine and Radiology	Co-Ordinator of IQAC	

MINUTES OF THE MEETING:

Agenda 04/01

- The Peer Team Visit to the Institution and issues raised during the visit were discussed; The Peer Team had raised concern over the documentation of the data.





- The IQAC head discussed the importance of standard protocols of documents and urged the members to be more meticulous in documenting the data.
- Observations were made that the data submitted had scope for improvement.
- It was noticed that the data entry was erroneous due to the new system of assessment and digitization of data analysis.
- The IQAC head along with other senior members decided to appeal for revision of Grade and revalidation of the data submitted as there were discrepancies in the data submitted and data reflected in the NAAC website.
- The data shall be revised and resubmitted on the NAAC portal for revalidation.

Agenda 04/02

- The new IQAC was addressed by the IQAC head
- The objectives, roles, and responsibilities of the IQAC and of the members were discussed.

Agenda 04/03

- In the view of the prevailing pandemic, establishment of a comprehensive clinic – COVID Special clinic was discussed.
- It was decided that the PG section of the Department of Oral Medicine and Radiology, would be converted to COVID Special clinic.
- All protocols required for setting up the clinic and all necessary equipments to be procured were discussed and approved by the management.
- The faculty in-charge for the functioning of the COVID clinic were identified.

Signature
IQAC Chairman





RRDCH/IQAC/2020-21/01

28th July 2020

MEETING NOTICE

The IQAC meeting is scheduled on 30th July 2020 between 11 am and 12 pm.

Agenda of the Meeting:

- 01/01 Reading and recording of the minutes of previous meeting and action taken
- 01/02 Discussion of the revised NAAC data
- 01/03 Acknowledgement of the University toppers
- 01/04 To continue the existing Value-Added Courses for the next academic year

The meeting to be attended by

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9	Dr. Shyamala K., Professor, Department of Oral and Maxillofacial Pathology	NAAC Co-Ordinator	





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13	Dr. Rithesh K. Professor, Department of Periodontology	Teacher	
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18	Mr. Shesha	Local Society Member	
19	Mr. Suraj Sathyendra	Student Member	
20	Dr. Lokesh N. K. Professor, Department of Orthodontics	Alumni Member	
21	Mr. Jayabalan	Employer	
22	Dr. Deeksha Shastry	Industrialist	
23	Dr. Anand Parent	Stakeholder	
24	Dr. Poornima C. Professor, Department of Oral Medicine and Radiology	Co-Ordinator of IQAC	

Signature
 IQAC Chairman





PROCEEDINGS OF THE MEETING

The meeting was held on 30th July 2020 between 11 am and 12 pm.

The meeting was attended by

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10	Dr. Navin H. K. Professor, Department of Pedodontics	Teacher	
11	Dr. Rohit S. Professor Department of Oral and Maxillofacial Surgery	Teacher	
12	Dr. Prasanna Kumar Y. S.	Teacher	





	Professor, Department of Public Health Dentistry		
13	Dr. Rithesh K. Professor, Department of Periodontology	Teacher	<i>WRP</i>
14	Dr. Prasanna Kumar Bhat Reader, Department of Pedodontics	Teacher	<i>Prasanna</i>
15	Dr. Vinaya Kumar R. Professor, Department of Periodontology	Teacher	<i>VK</i>
16	Dr. Shreya B. Senior Lecturer, Department of Prosthodontics	Teacher	<i>Shreya</i>
17	Mr. Navin Chief Administrative Officer	Senior Administrative Officer	<i>Navin</i>
18	Mr. Shesha	Local Society Member	<i>Shesha</i>
19	Mr. Suraj Sathyendra	Student Member	<i>Suraj S.</i>
20	Dr. Lokesh N. K. Professor, Department of Orthodontics	Alumni Member	<i>Lokesh</i>
21	Mr. Jayabalan	Employer	<i>Jayabalan</i>
22	Dr. Deeksha Shastry	Industrialist	<i>Deeksha</i>
23	Dr. Anand Parent	Stakeholder	<i>Anand</i>
24	Dr. Poornima C. Professor, Department of Oral Medicine and Radiology	Co-Ordinator of IQAC	<i>Poornima</i>

MINUTES OF THE MEETING:

Agenda 01/01

Action Taken on The Minutes Of Meeting (held on 15th April 2020)

Agenda 04/01

- The IQAC head thoroughly analyzed the data submitted and noted that few points which could be further refined for final submission.
- The in-charge criteria members were communicated regarding these refinements through mail.





- The criteria personnel were instructed to submit the final refined data in the next meeting.

Agenda 04/02

- The new members of the IQAC started working on their roles towards fulfilling the objectives of the Institution and of the IQAC.

Agenda 04/03

- The COVID clinic was fully functional with all the necessary protocols set up.
- A triage area was set up at the front desk for screening of the patients with faculty as well as support staff being posted on rotation.
- Infection control protocol was stepped up.
- The faculty were being posted on rotation to the Clinic for comprehensive treatment of the patients.

Agenda 01/02

- The final data submitted by the in-charge criteria members were individually checked and verified by the IQAC head.
- The data was found accurate to be submitted to NAAC
- An online submission of the revised final data was made to the NAAC website

Agenda 01/03

- The current academic year was prestigious moment for the Institution as 37 Final BDS students procured University Ranks with one Gold Medal
- The IQAC head appreciated the efforts of the students and faculty and urged the teachers to keep the trend going

Agenda 01/04

- The IQAC head did a thorough scrutiny of the existing Value-Added Courses and advised the continue the same for the current academic year.

Signature
IQAC Chairman





RRDCH/IQAC/2020-21/02

3rd August 2020

MEETING NOTICE

The IQAC meeting is scheduled on 6th August 2020 between 11 am and 12 pm.

Agenda of the Meeting:

- 02/01 Reading and recording of the minutes of the previous meeting and action taken
- 02/02 Quality Initiatives to taken up by the Institution and applying for NABH assessment and NIRF
- 02/03 Review of the functioning of COVID clinic

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	Department of Pedodontics		
11	Dr. Rohit S. Professor Department of Oral and Maxillofacial Surgery	Teacher	
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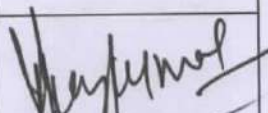
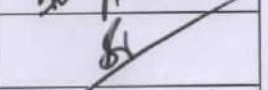
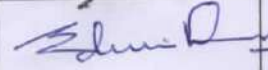
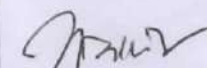
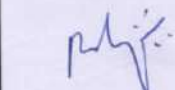


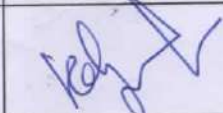
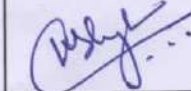
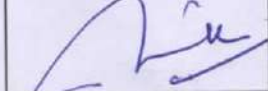


Signature
IQAC Chairman



PROCEEDINGS OF THE MEETING

The meeting was held on 6th August 2020 between 11 am and 12 pm.

The meeting was attended by

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1	Dr. Rajkumar S. Alle Principal and Head, Department of Orthodontics	IQAC Chairman	
2	Mr. S. Vijayanand Executive Director	Management Representative	
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11	Dr. Rohit S. Professor Department of Oral and Maxillofacial Surgery	Teacher	
12	Dr. Prasanna Kumar Y. S. Professor,	Teacher	





	Department of Public Health Dentistry		
13	Dr. Rithesh K. Professor, Department of Periodontology	Teacher	
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23	Dr. Anand Parent	Stakeholder	
24	Dr. Poornima C. Professor, Department of Oral Medicine and Radiology	Co-ordinator of IQAC	

MINUTES OF THE MEETING:

Agenda 02/01

Action Taken on The Minutes of Meeting (held on 30th July 2020)

Agenda 01/02

- The revised NAAC data was successfully uploaded to the NAAC office website
- The response from NAAC is being awaited

Agenda 01/03





- The University toppers were honored and felicitated by our Chairman, Mr. A. C. Shanmugam.

Agenda 01/04

- The Value-Added Courses were initiated for the year and students were enrolled for the same.

Agenda 02/02

- The Institution and the management decided to implement the standards of NABH
- Committees were formed for each of the parameter of assessment; The Committee heads were identified and briefed regarding the roles and responsibilities of each committee
- Critical areas like infection control, emergency management and patient management were addressed.
- IQAC head suggested that mock drills be conducted in critical areas of assessment.
- The documentation of data for submission to NABH website shall be done
- The Institution also decided to submit data for NIRF ranking.
- Internal auditing process shall be conducted periodically

Agenda 02/03

- Dr. Mamatha N. S. and Dr. Mahesh Kumar T. S., were in-charge of the COVID clinic
- The Covid Clinic was well -equipped and fully functional.
- Both patients and health care providers were provided appropriate protection against infection by providing PPE, head gear, and other protective measures.
- All emergencies were addressed under standard management protocols
- All aerosol procedures were scheduled for a later date
- The Institution initiated the process of procuring COVID vaccination for the faculty, students, and non-teaching staff.

Signature
IQAC Chairman



RRDCH/IQAC/2020-21/03

26th September 2020

MEETING NOTICE

The IQAC meeting is scheduled on 1st October 2020 between 11.30 am and 1 pm.

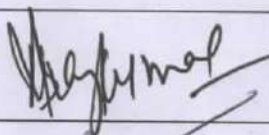
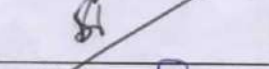
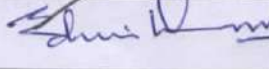

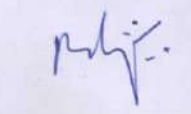

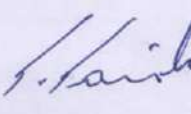
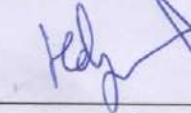
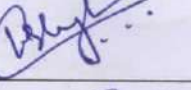

Agenda of the Meeting:

03/01 Reading and recording of the minutes of the previous meeting and action taken

03/02 Gap analysis in each criterion – Session 1

03/03 Review of online classes

03/04 Digitization of Institutional Academic and Administrative Data

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Signature
IQAC Chairman





PROCEEDINGS OF THE MEETING

The meeting was held on 1st October 2020 between 11.30 am to 1 pm.

The meeting was attended by

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MINUTES OF THE MEETING:

Agenda 03/01

Action Taken on The Minutes of Meeting (held on 6th August 2020)

Agenda 02/02

- The process of NABH was initiated. The committees, sub committees were formed, members identified and made functional.
- The tentative dates for mock drills were decided and the resources were mobilized towards the task.





- NABH assessment was tentatively to held in the month of December 2020
- Data for NIRF was being procured by departments and faculty to be uploaded later.

Agenda 02/03

- The COVID Clinic and triaging will continue till the pandemic situation is under control.
- The vaccination of the faculty and the students is under process. As soon as the required number of doses are available the vaccination will be provided at Rajarajeswari Medical College and Hospital under standard protocols.

Agenda 03/02

- Dr. Shyamala suggested that databank networking system be created for the institution for storage of the institutional data. The other members also seconded the thought it would be convenient to retrieve relevant data when required. The Management and IQAC head approved the proposal and soon arrangement would be made for the same.
- Each point and parameter under criteria 2, 3 and 4 were discussed in the current meeting
- While discussing criteria 2, Dr. Rajkumar S. Alle highlighted the following points:
 1. Regarding slow learners, he instructed that orientation programme be conducted for freshers to assess entry behaviour, regular mentor-mentee meeting to be conducted and records maintained and policy for mentorship to be made either at the institutional level or at departmental level.
 2. IQAC head suggested that a policy to be made for PhD admissions and guideship for each department.
 3. The head also mandated that e-content of textbooks and articles be increased in each department to facilitate improved access of information for the students.
 4. Dr. Rohit was instructed to check the MCI manual for PO, CO and PCO and prepare a document which clarifies each of these outcomes.
 5. The IQAC head mandated that feedback must be made a regular affair and to collected from students, patients, and stake holders.
- Regarding criteria 3, the following discussions were made
 1. The IQAC head intended that the faculty enroll for fellowships in their specialty on a regular basis for which the members enquired if the institution could provide financial aid to undertake the courses. The IQAC head considered the suggestion and would make necessary arrangements.
 2. The IQAC head insisted that all departments work on multi-centric studies to improve the quality of research.
 3. Dr. Poornima suggested that the faculty and students need to be sensitized regarding the various funding agencies and the IQAC head agreed to have sensitization programme regarding the topic





4. Regarding the Incubation Centre, the IQAC head informed that there is a registered Incubation Centre for Rajarajeswari Group of Institutions (RRGI) and that our institution could work along the already registered body rather than having an individual body for our institution.
 5. The IQAC head suggested that the institution should have policy for publication of articles and textbooks and the faculty must be sensitized to undertake quality research work and publish the same.
 6. Dr. Poornima highlighted that a plagiarism software needs to be available and the IQAC head agreed to procure the software.
 7. Regarding extension activities, the IQAC head suggested that extension activities be undertaken by all departments and a format for awards for extension activities be made. Also, the IQAC head instructed that a list of social responsibilities be made.
- Regarding criteria 4, the following points were discussed
 1. The IQAC head highlighted that we scored fairly well under this criterion in the last cycle, but a few grey areas were still left
 2. He instructed that the video conferencing to be made robust and to be made functional
 3. Helinet subscription to be maintained
 4. The e-library be provided with remote access through local area networking for better accessibility for students and faculty
 5. Dr. Prasanna suggested that a library usage sensitization programme be conducted for both faculty and students for which the IQAC head gave an approval.

Agenda 03/03

- Owing to the pandemic, all theory and practical classes were made online since March 2020.
- The faculty members were oriented and trained to undertake online classes.
- The attendance and feedback were collected and documented.
- The online classes were documented in a standard format and a master list of classes conducted to be made at the end of the academic year.

Agenda 03/04

- All the academic and administrative data of the Institution to be digitalized
- Eduwize software will be procured for the same.
- The software will enable the academic details of faculty and students to be maintained digitally, thereby increasing the access and ease of maintenance.

Signature
IQAC Chairman



RRDCH/IQAC/2020-21/04

6th October 2020

MEETING NOTICE

The IQAC meeting is scheduled on 8th October 2020 between 11.30 am and 1 pm.

Agenda of the Meeting:

04/01 Reading and recording of the minutes of the previous meeting and action taken

04/02 Gap analysis in each criterion – Session 2

04/03 Proposal for purchase of CAD-CAM

04/04 Review of feedback analysis

04/05 Discussion of NABH accreditation process

Sl. No.	Name of the Member	Designation	Signature
1	Dr. Rajkumar S. Alle Principal and Head, Department of Orthodontics	IQAC Chairman	
2	Mr. S. Vijayanand Executive Director	Management Representative	
3	Dr. Edwin Devadoss Dean	Senior Administrative Officer	
4	Dr. Nagarathna C. Professor & Head, Department of Pedodontics, Associate Dean (Academics)	Senior Teacher	
5	Dr. Balaji P. Professor & Head, Department of Oral Medicine, Associate Dean (Administration)	Senior Teacher	
6	Dr. Madhumathi Singh Professor & Head, Department of Oral Maxillofacial Surgery, Associate Dean (Human Resources)	Senior Teacher	
7	Dr. Savita S., Professor and Head, Department of Periodontology Associate Dean (Examination)	Senior Teacher	
8	Dr. Girish H. C. Vice-Principal, Professor and Head, Department of Oral Pathology	Senior Teacher	
9	Dr. Shyamala K., Professor, Department of Oral and Maxillofacial Pathology	NAAC Co-Ordinator	
10	Dr. Navin H. K. Professor, Department of Pedodontics	Teacher	





11	Dr. Rohit S. Professor Department of Oral and Maxillofacial Surgery	Teacher	
12	Dr. Prasanna Kumar Y. S. Professor, Department of Public Health Dentistry	Teacher	
13	Dr. Rithesh K. Professor, Department of Periodontology	Teacher	
14	Dr. Prasanna Kumar Bhat Reader, Department of Pedodontics	Teacher	
15	Dr. Vinaya Kumar R. Professor, Department of Periodontology	Teacher	
16	Dr. Shreya B. Senior Lecturer, Department of Prosthodontics	Teacher	
17	Mr. Navin Chief Administrative Officer	Senior Administrative Officer	
18	Mr. Shesha	Local Society Member	
19	Mr. Suraj Sathyendra	Student Member	
20	Dr. Lokesh N. K. Professor, Department of Orthodontics	Alumni Member	
21	Mr. Jayabalan	Employer	
22	Dr. Deeksha Shastry	Industrialist	
23	Dr. Anand Parent	Stakeholder	
24	Dr. Poornima C. Professor, Department of Oral Medicine and Radiology	Co-Ordinator of IQAC	

Signature
IQAC Chairman





PROCEEDINGS OF THE MEETING

The meeting was held on 8th October 2020 between 11.30 am and 1 pm.

The meeting was attended by

Sl. No.	Name of the Member	Designation	Signature
1	Dr. Rajkumar S. Alle Principal and Head, Department of Orthodontics	IQAC Chairperson	
2	Mr. S. Vijayanand Executive Director	Management Representative	
3	Dr. Edwin Devadoss Dean	Senior Administrative Officer	
4	Dr. Nagarathna C. Professor & Head, Department of Pedodontics, Associate Dean (Academics)	Senior Teacher	
5	Dr. Balaji P. Professor & Head, Department of Oral Medicine, Associate Dean (Administration)	Senior Teacher	
6	Dr. Madhumathi Singh Professor & Head, Department of Oral Maxillofacial Surgery, Associate Dean (Human Resources)	Senior Teacher	
7	Dr. Savita S., Professor and Head, Department of Periodontology Associate Dean (Examination)	Senior Teacher	
8	Dr. Girish H. C. Vice-Principal, Professor and Head, Department of Oral Pathology	Senior Teacher	
9	Dr. Shyamala K., Professor, Department of Oral and Maxillofacial Pathology	NAAC Co-Ordinator	
10	Dr. Navin H. K. Professor, Department of Pedodontics	Teacher	
11	Dr. Rohit S. Professor Department of Oral and Maxillofacial Surgery	Teacher	





12	Dr. Prasanna Kumar Y. S. Professor, Department of Public Health Dentistry	Teacher	
13	Dr. Rithesh K. Professor, Department of Periodontology	Teacher	
14	Dr. Prasanna Kumar Bhat Reader, Department of Pedodontics	Teacher	
15	Dr. Vinaya Kumar R. Professor, Department of Periodontology	Teacher	
16	Dr. Shreya B. Senior Lecturer, Department of Prosthodontics	Teacher	
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18	Mr. Shesha	Local Society Member	
19	Mr. Suraj Sathyendra	Student Member	
20	Dr. Lokesh N. K. Professor, Department of Orthodontics	Alumni Member	
21	Mr. Jayabalan	Employer	
22	Dr. Deeksha Shastry	Industrialist	
23	Dr. Anand Parent	Stakeholder	
24	Dr. Poornima C. Professor, Department of Oral Medicine and Radiology	Co-ordinator of IQAC	

MINUTES OF THE MEETING:

Agenda 04/01

Action Taken on The Minutes of Meeting (Held on 1st October 2020)

Agenda 03/02

- A sensitization programme will be held for the faculty and students on 9th and 10th November 2020 regarding the data banking system and geotagging of photos





- The in-charge criteria members started working on the gap identified and addressing all the hurdles in their criteria.

Agenda 03/03

- The online classes shall continue till the pandemic situation resolves.
- The documents to be maintained.
- Online CDE programmes and training programmes were conducted for the postgraduate students and faculty.

Agenda 03/04

- Eduwize software was purchased by the Institution and the installation process will begin.

Agenda 04/02

- Discussion regarding criteria 7, the following points were highlighted
 1. Dr. Vinay was instructed work on MoUs with industries and educational institutions around the campus and on international and national collaborations
 2. The IQAC head suggested that a Code of Conduct Manual be prepared for both students, faculty, and administrative staff
 3. All the criteria in-charge members were suggested that they identify best practices in their respective criteria and document the same
- Upon discussing criteria 1
 1. The IQAC head highlighted that apart from complying with the University curriculum, the institution also needs to design and carry out interdisciplinary courses for both UGs and PGs.
 2. He was instructed that collecting feedback from patients, students and stakeholders should be made a mandatory process. Also, each academic year the analysis of the collected feedback shall be made and appropriate actions shall be taken.
- It was noticed that criteria 8 needs to be handled separately and a new person needed to be identified to handle it.
- All the criteria in-charge members were instructed to work out an action plan and implementation methods in each of their criteria and calendar of events be prepared for the next one year.

Agenda 04/03

- The IQAC head proposed to the management that CAD-CAM be procured for the Institution. He discussed the applications of the same and highlighted that it would benefit both the faculty and students.

Agenda 04/04

- The feedback collected from the patients, students and stakeholders were analyzed.
- The action plan for the negative feedbacks was formulated.

Agenda 04/05

- The NABH accreditation process has begun, and documents submitted online for verification.





- The Assistant Quality Co-ordinators, Dr. Mahesh Kumar T. S., and Dr. Priyadarshini shall undertake the responsibility of the accreditation process.
- The tentative dates for assessment will be December 2020.
- All mock drills, training programmes and necessary arrangements will be conducted and executed.

Signature
IQAC Chairman

