



**EDUCARE  
INSTITUTE OF  
DENTAL SCIENCES**

Kilyamannil Campus, Chattiparamba, Malappuram - 676 504  
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EIDS/ADMIN C/APMC-CIR/2023/ 112

15/5/2023

**CIRCULAR**

Academic Planning and Monitoring Committee meeting is scheduled on 17/5/2023 at 8:30am in principal chamber. All Academic Planning and Monitoring Committee members are requested to attend the meeting.

**Agenda**









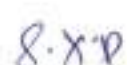



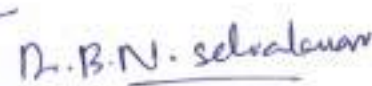

1. Review of the previous meeting
2. Appointment of Academic assistant co-ordinators
3. Model and improvement exams
4. Other agenda

**DR. K.R. INDUSHEKAR MDS**  
PRINCIPAL  
EDUCARE INSTITUTE OF DENTAL SCIENCES  
CHATTIPARAMBA  
MALAPPURAM - 676 504



**Minutes of meeting of the academic planning and monitoring committee held on 17/5/23  
at 8:30am in the principal chamber.**

**Members present**

Dr. K R Indushekar   
Dr. Menon Prasad Rajagopal   
Dr. Suhas R Nayak   
Dr. Ajay Kumar Haridas   
Dr. Harikaran   
Dr. Anu Sushanth   
Dr. Suresh D K   
Dr. Sam Paul   
Dr. Arun Kumar Samuel   
Dr. Rajendra   
Dr. Gunasekharan   
Dr. Mini k   
Dr. Selva Kumar   
Dr. Shivakumar 

**Agendas**

1. Review of the previous meeting was held.
2. Appointment of Academic assistant co-ordinators for every year – To ensure thorough monitoring of academics in the institution, principal appointed assistant co-ordinators for every year and to assist Dr. Suhas in academic matters.

Mrs. Sigha – First BDS

Mrs. Ramya – Second BDS

Dr. Suhas – Third BDS and interns

Dr. Arun – final year part 1

Dr. Muhammed Haris – Preclinicals

Duties and responsibilities were briefed to all the assistant co-ordinators.

  
Principal



### 3. Model and improvement exams

- To ensure early finalization of internal assessment marks and attendance, a decision was taken to correct the model exam papers at the earliest.

Departments were also asked to conduct improvement exams well before the submission of IA marks whenever possible.

4. Dr. Suhas was asked to brief one representative from every department including assistant co-ordinators on academics. Date was finalized on 19/5/23.

Meeting concluded at 9:10am.

  
Principal



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16/8/2022

**CIRCULAR**

Academic Planning and Monitoring Committee meeting is scheduled on 20/8/2022 at 10am in principal chamber. Academic Planning and Monitoring Committee and subcommittee members of first BDS are requested to attend the meeting.

**Agenda**

1. Review of the previous meeting
2. Academic calendar
3. Internal exams, model exams dates
4. Monitoring of students
5. Clinicopathological meetings
6. Other agenda

  
N. K. INDISHEKAR MDS  
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**Minutes of meeting of the academic planning and monitoring committee along with First year faculty regarding the fresh first BDS batch, academics, mentoring, parents, teachers meeting and planning was held on 20/08/2022 at 10am.**

**Members present**

Dr. Suhas R Nayak *St*

Dr. Arun Kumar S *R.K.D*

Dr. Indushekhar *Ad*

Dr. Mini *Mini*

Mrs. Divya *Divya*

Dr. Rajendra *Raj*

Dr. Siya *Siya*

Dr. Ayisha salone *Ayisha*

Mrs.Meera Jose *Meera*

Mrs.Divya M *Divya*

Mrs.Sigha U *Sig*

Dr. Athira m *Ath*

Mrs.Nasriya *Nasriya*

Mrs.Ganga devi *Ganga*

Mrs. Minha K A *Minha*

**Action taken report**

- Yearly and monthly plan was submitted.
- Standard operating procedures of all departments was collected.
- Whatsapp group was created to update attendance and absentees.

**Agendas**

1. Review of the previous meeting was held.
2. Academic calendar was discussed.

*Ad*  
Principal



3. **Internal exams, model exams dates** were discussed and how to handle students and how the department should plan a lecture, staff student relationship etc.
4. **Monitoring of students** - to be made effective since students are less in number.
5. **Clinicopathological meetings - Proposal to initiate clinicopathological meetings was also discussed.**
6. New batch to be expected in another 3 month time and departments should be ready with the schedule for both the batches.
7. Proper planning to make a better result this time around.
8. Faculties should never promote grievances for a scopeless result in university exams.

Meeting concluded at 11 am.

  
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19/3/2022

**CIRCULAR**

Academic Planning and Monitoring Committee meeting is scheduled on 23/3/2022 at 9:30am in principal chamber. Academic Merit Scholarship Awards committee members are requested to attend the meeting.

**Agenda**

1. Review of the previous meeting
2. Re-constitution of Merit Scholarship committee
3. Shortlisting of students
4. Revised criteria
5. Other agenda

  
PRINCIPAL DR.K.R. INDUSHEKAR MDS  
PRINCIPAL  
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Minutes of the meeting were held with the committee members of "Merit Scholarship Awards" in the principal chamber on 23-03-2022 at 9:30 am.

**Members present:**

Dr. Indushekher K R

Dr. Suhas R Nayak

Dr. Tisson

Dr. Arun Kumar Samuel

Mr. Abdul Razak

**Agendas**

- I. Review of the previous meeting was held.
- II. Re-constitution of Merit Scholarship committee
  - Dr. Arun Kumar Samuel was included in the committee.
- III. Shortlisting of students for Meritorious Award for academic year 2019-2020.
  - Committee members along with academic co-ordinator (Dr. Arun) shortlisted the students names of class toppers and subject wise toppers.
  - Dr. Suhas was asked to forward the list to admin after final approval and re-verification.
- IV. Revised criteria for next academic year
  - The awards will be handed over to only those students who have achieved 70% marks (overall and subject wise).
  - Principal also announced a special cash award for students who secure Ranks at the university level.

Meeting concluded at 10:30 am.

  
Principal





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28/2/2022

**CIRCULAR**

Academic Planning and Monitoring Committee meeting is scheduled on 2/3/2022 at 12:45pm in principal chamber. Academic Planning and Monitoring Committee members of first and second BDS are requested to attend the meeting.

**Agenda**

1. Review of the previous meeting
2. Commencement of classes for I BDS (2022-23)
3. Yearly and monthly plan
4. Preparation of standard operating procedures
5. Monitoring daily attendance and chronic absentees
6. Other agenda

  
DR. K.R. INDUSHEKAN MDS  
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Minutes of meeting were held with the staff members of first and second BDS as a part of the academic planning and monitoring committee at 12:45pm on 02-03-2022.

**Members present**

Dr. KR Indushekar   
Dr. Suhas R. Nayak   
Ms. Twinkle Sara David   
Mrs. Sigha U   
Miss Ganga Devi   
Mrs. Minha K.A   
Mrs. Meera Jose   
Dr. Siya . K   
Dr. Sheela   
Dr. Athira. M   
Mrs. Divya M   
Mrs. Renuka T Menon   
Dr. Sameer K M   
Mrs. Nasriya   
Miss Gopika. K   
Mrs. Athira K V   
Mrs. Ramya V P 

**Agendas**

- I. Review of the previous meeting was held.
- II. Commencement of classes for I BDS (2022-23)
  - Dr Suhas mentioned that the classes will resume shortly.
  - All rounds of counseling will be completed in the first week of April and the final list of students will be circulated in the same week.
  - Proper orientation will be organized on 11-4-2022 or 18-4-2022 and it will be intimated.

  
Principal



**III. Yearly and monthly plan**

- Dr. Suhas stressed to prepare yearly and monthly plans so that the same can be utilized for further NAAC accreditation.

**IV. Preparation of standard operating procedures**

- Staff members were explained on what is meant by SOP and were asked to prepare the basic SOP
- Yearly, monthly and SOP were to be prepared and kept ready on or before 19-3-2022

**V. Monitoring daily attendance and chronic absentees**

- Dr. Suhas stated that he has been given in-charge of monitoring and students performance of I and II BDS.
- In this context he mentioned that separate whatsapp groups will be created where the daily absentees of students should be posted after every class.
- Mentors should note down the list of daily absentees and use these records while monitoring.
- Department should take the in-charge to call up the students and their parents, those who miss three consecutive classes or those who are irregular.
- All those activities should be documented in the monitoring register.
- Dr. Suhas also mentioned that the details of all the students with their and parents mobile number and details on whether hosteller or day scholar will be soon provided.
- Mentors/ in-charge/departments should forward the list of students to Dr. Suhas those who are irregular even after multiple reminders or if the phone number is inaccurate.

Meeting concluded at 2:00 pm.

  
Principal



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12/11/2021

**CIRCULAR**

Academic Planning and Monitoring Committee meeting is scheduled on 24/12/2021 at 9:30am in principal chamber. All Academic Planning and Monitoring Committee members of are requested to attend the meeting.

**Agenda**

1. Review of the previous meeting
2. KUHS academic monitoring committee portal
3. Revision of AMC committee and subcommittee members
4. Feedback analysis
5. Other agenda

  
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**Minutes of the meeting with the Academic planning and monitoring committee members held on 27/12/2021 at 9.30 AM in the Principal's chamber.**

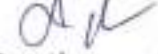
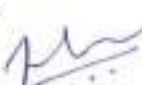

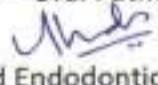


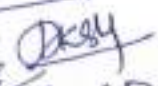


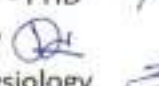

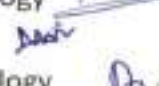
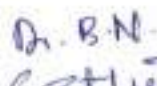
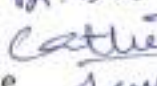
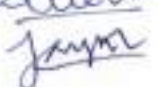

**Acton taken report**

- Display of attendance and marks on the notice board was strictly followed.
- Student counsellor was appointed.

**Agendas**

- I. Review of the previous meeting was held.
- II. KUHS academic monitoring committee portal
  - Information on the opening of the portal of the Academic Monitoring committee from 1/1/2022 to 21/1/2022 was discussed by Dr. Indushekhar.
- III. Revision of AMC committee and subcommittee members

Committee members and sub-committee members lists were revised. Following members were present.

Dr. K R Indushekhar - Chairman - Pedodontics   
Dr. Menon Prasad Rajagopal - Co-Chairman - Prostho   
Dr. Suhas R Nayak - Coordinator - Oral Pathology   
Dr. Ajay Kumar Haridas - OMFS   
Dr. Harikaran - Conservative and Endodontics   
Dr. Anu Sushath - OMR   
Dr. Suresh D K - Periodontics   
Dr. Sam Paul - Orthodontics   
Dr. Arun Kumar Samuel - PHD   
Dr. Rajendra - Anatomy   
Dr. Gunasekharan - Physiology   
Dr. Mini k - Biochemistry   
Dr. Selva Kumar - Microbiology   
Dr. Catherine - General Pathology   
Dr. Jay Krishnan - General Medicine   
Dr. Paul CA - General Surgery 

  
Principal



- IV. Parameters on Training, Faculty Development and Student Assessment and Student Welfare were discussed in detail.
- V. Sub-committee members are asked to submit the following reports on or before 31/12/2021.
- Monthly academic plan.
  - Monthly implementation plan.
  - Monthly academic plan – January, February, march of current batches.
  - To update on student projects.
  - Details of CDE's, seminars, workshops, or conferences.
  - Any position as office bearers of professional bodies.
  - Programs for dealing with poor performers and advanced learners.
- VI. Dr. Suhas was asked to collect the co- curriculum activities and extracurricular activities conducted by the union.

**VII. Feedback analysis**

- As per request from some alumni members and students, it was decided to initiate MDS coaching program from next batch.

Meeting concluded at 10.30 AM.

  
Principal





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12/11/2021

**CIRCULAR**

Academic Planning and Monitoring Committee meeting is scheduled on 18/11/2021 at 2pm in principal chamber. Academic Planning and Monitoring Committee members of First BDS are requested to attend the meeting.

**Agenda**






1. Review of the previous meeting
2. Revision module of classes
3. Revised model exam dates
4. Other agenda

  
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**Minutes of the meeting held on 18/11/2021 with the Academic planning and monitoring committee members of first BDS at 2.00 PM in the Principals chamber.**

**Members Present**

Dr. Indushekhar   
Dr. Suhas R Nayak   
Dr. Mini   
Mrs. Divya   
Dr. Rajendra 

**Action taken report**

- Special classes were targeted for slow and advanced learners.

**Agendas**

1. Review of the previous meeting was held.
2. Revision module of classes was given more priority.
  - Every department has to engage one and half hours of class giving importance in solving questions.
  - Last 15 minutes can be utilized for viva from the topics discussed, previous classes and marks to be awarded.
3. Revised model exam dates were informed.
4. Time table for the classes from 19/11/2021 was discussed.

Meeting concluded at 2.30 PM.

  
Principal



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17/6/2021

**CIRCULAR**

Academic Planning and Monitoring Committee meeting is scheduled on 16/9/2021 at 3pm in principal chamber. Academic Planning and Monitoring Committee members of First BDS are requested to attend the meeting.

**Agenda**

1. Review of the previous meeting
2. Model theory exams- theory and practical dates
3. Academic report after the second internal examination
4. Slow and advanced learners
5. Other agenda

  
PRINCIPAL

DR.K.R. INDUSHEKAN  
PRINCIPAL  
EDUCARE INSTITUTE OF DENTAL SCIENCES  
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**Minutes of the meeting with the Academic planning and monitoring committee members of First year held on 16/9/2021 at 3.00 PM in lecture hall 6 on "Revision Planning" for the 1<sup>st</sup> BDS regular students.**

**Members present:**

Dr. Indushekhar 

Dr. Suhas R Nayak 

Dr. Mini 

Mrs. Divya 

Dr. Rajendra 

**Action taken report**

- Dr. Suhas addressed the students who secured less marks as well as shortage of attendance.
- Circular on exam dates were issued and circulated.

**Agendas**

Dr. Suhas R Nayak addressed the meeting and briefed on the agendas.

Following points were discussed –

1. **Review of the previous meeting was held.**
2. **Model theory exams- theory and practical dates** were re-discussed. Hence the planning for revision can be started only from 4/10/2021 onwards.
3. **Academic report after the second internal examination** was handed over to Dr. Suhas from all the departments.
4. **Slow and advanced learners**
  - Department staffs were asked to segregate the students as advanced learners and slow learners, so that revision classes can be targeted accordingly.
5. Dr. Suhas announced that monthly 3 weeks or 4 weeks will be allotted for revision starting from 4/10/2021 onwards.

Departments to plan the revision curriculum and use it wisely.

  
Principal



**6. Various methods of engaging classes were discussed –**

- i. Group discussions**
- ii. Seminars**
- iii. Quiz competitions**
- iv. Debates**
- v. Visiting clinical departments for clinical applications**

Meeting concluded at 3.50 PM.

  
Principal



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17/6/2021

**CIRCULAR**

Academic Planning and Monitoring Committee meeting is scheduled on 21/6/2021 at 9:30am in principal chamber. Academic Planning and Monitoring Committee members of First BDS are requested to attend the meeting.

**Agenda**

1. Review of the previous meeting
2. Academic Programme Appraisal
  - Consolidated attendance subject wise
  - Performance in model exam
3. Upcoming exams
4. Other agenda

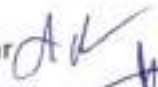
  
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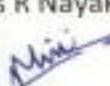



**Minutes of the meeting with the Academic planning and monitoring committee members of 1<sup>st</sup> BDS held on 21/6/21 at 9.30 AM in the principal's chamber on "Academic Programme Appraisal".**

**Members present:**

Dr. Indushekhar 

Dr. Suhas R Nayak 

Dr. Mini 

Mrs. Divya 

Dr. Rajendra 

**Action taken report**

- Mentoring list was circulated.
- Syllabus planning was completed.
- SSGP sensitization programme was conducted.

**Agendas:**

- I. Review of the previous meeting was held.
- II. Academic Programme Appraisal

Consolidated attendance subject wise.

- Discussion was held on attendance percentage of 1<sup>st</sup> BDS supply students.
- It was noted that due constant monitoring, only a few students had a slight shortage in attendance.
- A Student list with a shortage of attendance was prepared.

Performance in model exam and class tests was also assessed. Students who had secured less IA marks and those who have been constantly absent for class tests were shortlisted.

- III. Discussions on upcoming first internals for regular students of 1st BDS was held.

  
Principal



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- Based on suggestions, Dr. Suhas was asked to issue a circular to students on the exam dates.
- Dr. Suhas was also asked to include 1<sup>st</sup> BDS supplementary students to attempt first internals along with regular students.

Meeting concluded at 10.15 AM.

  
Principal



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13/4/2021

**CIRCULAR**

Academic Planning and Monitoring Committee meeting is scheduled on 16/4/2021 at 10am in managing director's chamber. All Academic Planning and Monitoring Committee members are requested to attend the meeting.

**Agenda**

1. Review of the previous meeting
2. Improving academics
3. Other agenda

  
DR. K.R. INDUSHEKAN MDS  
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**Meeting with Academic Planning and monitoring committee held on 16/4/21 at 10.00 AM  
in the principal chamber on "Improving Academics"**

**Members present**

Dr. Anna Abraham *Am*  
Dr. Arun Samuel S *S-XD*  
Dr. Harikaran *H*  
Dr. Anu Sushanth K *A*  
Dr. Suhas R Nayak *S*  
Dr. Ajay K Haridas *Aj*  
Dr. Prasad Rajagopal *P*  
Dr. Sam Paul *SP*  
Dr. Binu Nathan *B*  
Dr. Indushekhar *I*  
Dr. Mini *M*  
Dr. Gurushekharen *G*  
Dr. Sudhakar *Sudh*  
Dr. Rajendran *R*  
Dr. Selvakumar *Dr. B.N. Selvakumar*

**Action taken report**

- Department logos were designed and were handed over to IT department.
- All data were also collected to update the existing college website.
- Implementation of Covid protocols were strictly followed.
- **New photostat machine was installed in the library.**

**Agendas**

- I. Review of the previous meeting was held.

*Ad*  
Principal



**II. Improving academics**

Continuation of a meeting on improving academics which was held in MD's chamber.

1. Suggestions forwarded by departments were discussed.
2. All HODs had a view of adhering to the eligibility criteria laid down by KUHS and not to relax these criteria as the way it is followed conventionally.
3. Departments should complete valuing the papers within 10 working days after the completion of exams.
4. A copy of marks should be displayed in the department notice board and also should be forwarded to admin.
5. Departments should display student's monthly attendance in theory/ practicals and at the end of every clinical posting.
6. To conduct the mentoring programme in a systematic manner.

**III. Suggestion was put forward by Dr. Mini K to appoint a full time counsellor for the benefit of students.**

Meeting concluded at 12 PM.

  
Principal



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12/2/2021

**CIRCULAR**

Academic Planning and Monitoring Committee meeting is scheduled on 16/2/2021 at 10am in principal chamber. All Academic Planning and Monitoring Committee members are requested to attend the meeting.

**Agenda**

1. Review of the previous meeting
2. Re-opening dates for pending regular batches of 4<sup>th</sup> BDS Part 1, 3<sup>rd</sup> BDS and 2<sup>nd</sup> BDS
3. Department logo and sign boards
4. Up-gradation of college website
5. LMS Implementation
6. Implementation of Covid safety protocols
7. Feedback analysis
8. Other agenda

  
PRINCIPAL DR.K.R. INDUSHEKAR MDS  
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EDUCARE INSTITUTE OF DENTAL SCIENCES  
CHATTIPPARAMBA  
MALAPPURAM - 676 504





**Minutes of the meeting with the Academic Planning and Monitoring Committee held on 16/02/21 at 10:00am in the Principal chamber.**

**Members Present:-**

Dr. Anna Abraham *AA*  
Dr. Sam Paul *SP*  
Dr. Prasad Rajagopal *PR*  
Dr. Ajay Haridas *AH*  
Dr. Anu Sushant *AS*  
Dr. Binunathan *B*  
Dr. Arun Kumar *A.K*  
Dr. Suhas R Nayak *SN*  
Dr. Indushekar *IS*  
Dr. Mini K *MI*  
Dr. Rajendra R *RR*  
Mrs. Divya *DI*  
Mr. Sameer *SM*

**Action taken report**

- Detailed monthly report were collected, analyzed and were forwarded to KUHS.
- Exam schedule were posted and viva exams were conducted using online platforms.

**Agendas**

1. Review of the previous meeting was held.
2. Re-opening dates for pending regular batches of 4<sup>th</sup> BDS Part 1, 3<sup>rd</sup> BDS and 2<sup>nd</sup> BDS were discussed.  
Timing of clinical posting and theory classes were planned and suggestions were taken.
3. Department logo and sign boards
  - Departmental Heads were asked to design and submit the department logo by next Monday.

*AA*  
Principal



- New sign boards with department logos will be designed at the earliest. Departments were also asked to work on posters so that they can be used for teaching and patient education.

#### 4. Up-gradation of college website

- Departments were asked to submit the collective data of publications, ongoing research, paper/ poster presentations in the workshops/ conferences to admin by next Thursday.
- The same details will be used to update the college website.

#### 5. LMS Implementation

- Dr. Indushekhar also mentioned that within a week the college new LMS software will be functional and simultaneously all classes from 1<sup>st</sup> BDS to 4<sup>th</sup> BDS Part 2 can be engaged via online if found necessary.

#### 6. Implementation of Covid safety protocols

- Principal, Dr. Indushekhar gave a special emphasis on the implementation of Covid protocols, strictly to be followed by each one in the college and also to ensure that even students also follow the same.

#### 7. Feedback analysis –

- LMS software which was developed to be used instead of other platforms to engage regular online classes and to conduct class tests and to upload projects since many students had a complaint of losing data from their systems.
- Order was placed for a new photostat system in the library.
- Field visits were planned to nearby dental clinics or labs or medical hospitals to avoid long journey.

Meeting concluded at 11:00am

  
Principal



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25/1/2021

**CIRCULAR**

Academic Planning and Monitoring Committee meeting is scheduled on 28/1/2021 at 2:30pm in principal chamber. Academic Planning and Monitoring Committee members of First BDS departments are requested to attend the meeting.

**Agenda**

1. Review of the previous meeting
2. Orientation to First BDS students
3. Time table for First BDS students
4. Tentative academic calendar First BDS students
5. Mentorship programme
6. SSGP sensitization
7. Other agenda

  
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**Minutes of the meeting held on 28/01/21 with the Academic Planning and monitoring committee of 1<sup>st</sup> BDS at 02:30 pm in the Principal chamber.**

Agenda of the meeting is commencement of classes for the new batch of 1st BDS for the academic year 2020-21.

**Members Present:-**

Dr. KR Indushekhara 

Dr. Suhas R Nayak 

Dr. Gunashekharan 

Dr. Mini 

Dr. Rajendra 

**Agendas**

1. Review of the previous meeting was held.
2. Orientation to First BDS students
  - It was informed that the orientation for the batch of 1<sup>st</sup> BDS will be held on 02/02/21 & 03/02/21 as batches of two. Faculty members should be present in the orientation on these days.
  - On 04/02/21 to 06/02/21 students will be set as batches to all the departments. Staffs should orient the students on their curriculum, syllabus, guidelines & generally interact.
3. Time table - was circulated and suggestions were asked.
4. Tentative academic calendar - published by KUHS was discussed. Accordingly, staff were asked to plan syllabus.
5. Mentorship programme – it was informed that staffs will be members and the assigned list will be circulated shortly.
6. SSGP sensitization
  - Dr. Mini K and Mrs. Renuka were asked to sensitize the students for SSGP.

Meeting concluded at 03:00pm

  
Principal





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13/7/2020

**CIRCULAR**

Academic Planning and Monitoring Committee online meeting is scheduled on 16/7/2020 at 9:30am in principal chamber. All Academic Planning and Monitoring Committee members are requested to attend the meeting. Online meeting platform will be google meet and the link will be circulated in the staff group one hour prior to the meeting.

**Agenda**

1. Review of the previous meeting
2. Detailed report of online classes
3. Exams in online mode
4. Other agenda

  
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**DR.K.R. INDUSHEKAR MD5  
PRINCIPAL,  
EDUCARE INSTITUTE OF DENTAL SCIENCES  
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**Minutes of the Academic Planning and Monitoring committee members held on 16/07/2020 at 09:30 am in the Principal chamber using "Google Meet".**

**Staffs Present:-** at 09:30am – 10:25am

Dr. Indushekhara   
Dr. Ajay Kumar Haridas   
Dr. Rajagopal Prasad Menon   
Dr. Arun Kumar   
Dr. Harikaran   
Dr. Mini   
Dr. Gurushekharen   
Dr. Sudhakar   
Dr. Sam Paul   
Dr. Suhas .R. Nayak   
Dr. Anu Sushanth   
Dr. Rajendren   
Dr. Selvakumar 

**Action taken report**

- All classes were engaged using google meet and zoom as per principal sir directions.
- Decision was taken to share ppt of each class to students. This will inturn help students having network issues.

**Agendas of the meeting**

1. Review of the previous meeting was held.
2. Detailed report of online classes
  - All staffs were asked to forward the details of ongoing online classes taken every week to the office in KUHS format without fail. During the discussion it was noted that most of the departments had already completed the topics as well as revision for the exam appearing students.

  
Principal



- Hence it was decided to conduct online classes for supplementary batches of students while exam appearing students can be given study leave or join for online classes/ discussion if found necessary.

**3. Exams in online mode**

- Decision was taken to conduct the viva exams for exam going students using an online platform.
- Staffs were asked to select any mode for engaging via – Skype, Google Meet, Zoom or Whatsapp video call.
- Exam dates were Finalized and Dr. Suhas was asked to forward the schedule and student list to staff concerned & official Whatsapp group of students at the earliest.

**4. It was also discussed that the University might direct the colleges to provisionally promote the students to higher classes except the final year students.**

Office staff Aswathy was asked to prepare the provisional list of students.

**5. Further discussions were held on**

- Functioning of OP
- Patient treatments
- Safety protocols

Meeting concluded at 10:25am.

  
Principal



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15/6/2020

**CIRCULAR**

Academic Planning and Monitoring Committee meeting is scheduled on 18/6/2020 at 9:30am in principal chamber. All Academic Planning and Monitoring Committee members are requested to attend the meeting.

**Agenda**

1. Review of the previous meeting
2. Online classes
3. LMS software
4. Status of online classes
5. Recording of classes
6. Add on and value added courses
7. Other agenda

*Ad*  
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**Minutes of Academic Planning and monitoring committee members held on 18/06/2020  
at 09:30 am in the Principal chamber regarding the online classes and academics.**

**Members present :-**

Dr. Indushekhar

Dr. Ajay Kumar Haridas

Dr. Rajagopal Prasad Menon

Dr. Sam Paul

Dr. Suhas .R. Nayak

Dr. Anu Sushanth

Dr. Arun Kumar

Dr. Harikaran

Dr. Mini

Dr. Gurushekharan

Dr. Sudhakar

Dr. Rajendran

Dr. Selvakumar

**Action taken report**

- Tentative KUHS exam calendar was circulated to all departments.
- New time table for first and second years was drafted and circulated to all departments.

**Agendas:**

1. Review of the previous meeting was held.
2. Online classes

- It was mentioned to continue the online classes for students preferably live classes and discussions. As far as possible to avoid Whatsapp classes and to initiate classes via Zoom app/ Google Meet/ Microsoft Team.
- IT Department staffs were asked to give a demo on Microsoft Team to all staffs.
- It was suggested to utilize the facilities of the digital library for online classes.

  
Principal





### 3. LMS software

- Dr. Indushekar also briefed on the measures taken by the management to begin an online teaching platform developed by the college and not to rely on third party software. Until then the above mentioned softwares (applications) to be utilized.

### 4. Status of online classes

- For exam going students and supply students (2020-21) were discussed. It was noted that the topics for exam going students (July 2020) are completed and revisions are being held. For the supply batch (2020-21) regular online classes are held.

### 5. Recording of classes

Discussions were held on recording of classes and making it available for students in the college software. The points discussed were-

- A recording studio will be set in the academic block.
- Name of one of the faculties from each department to be suggested to Dr. Suhas to engage the classes.
- Focus of presentations should be exam base discussion of important questions and live demonstrations.
- Intention of recording- to benefit those students who were absent and provide additional guidance.
- Focus of presentations should be exam base discussion of important questions and live demonstrations and clinical implications.

6. KUHS MDS – Part 1 examination schedule and likely chances of UG examinations in September were also discussed.

7. Issue of mobile network issues which was raised by students was emphasized in the meeting.

  
Principal





**8. Add on and value added courses**

- It was decided to conduct add on and value added programmes when the students attend physical classes as far as possible.

Meeting concluded at 10:30am

  
Principal



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15/2/2020

**CIRCULAR**

Academic Planning and Monitoring Committee meeting is scheduled on 18/2/2020 at 10:00am in principal chamber. All Academic Planning and Monitoring Committee members are requested to attend the meeting.

**Agenda**

1. Review of the previous meeting
2. Centralized valuation camp
3. Tentative Exam Calendar published by KUHS
4. Tentative internal exams schedule
5. New timetable for the 1<sup>st</sup> BDS & 2<sup>nd</sup> BDS students
6. Research involving students
7. Other agenda

  
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**Minutes of Meeting of Academic Planning and Monitoring Cell Members was held on 18/2/2020 at 10:00am in the Principal's chamber.**

**Members Present**

Dr. Indushekhar   
Dr. Ajay Kumar Haridas   
Dr. Rajagopal Prasad Menon   
Dr. Sam Paul   
Dr. Suhas .R.Nayak   
Dr. Anu Sushanth   
Dr. Arun Kumar   
Dr. Harikaran   
Dr. Mini   
Dr. Gurushekharen   
Dr. Sudhakar   
Dr. Rajendran   
Dr. Selvakumar   
Dr. Supriya 

**Action taken report**

- Department wise University exam related rules were circulated as hard copies to all the eligible chief superintendents and evaluators

**Agendas:**

1. Review of the previous meeting was held.
2. Centralized valuation camp

- Dr. Indushekhar asked all evaluators to attend the CV camp on the starting day itself & to complete the quota of answer script valuation as specified by the university. Evaluators were asked to produce the duty certificate along with key answers & enter the details of duty performed in the register available in admin.

  
Principal



3. **Tentative Exam Calendar published by KUHS for July & Jan 2020 & 2021 was discussed.**
4. **Tentative internal exams schedule**
  - Schedule for the new sessions and supplementary students (2<sup>nd</sup> BDS to 4<sup>th</sup> BDS Part 2) was discussed and circulated among the staffs.
5. **New timetable for the 1<sup>st</sup> BDS & 2<sup>nd</sup> BDS students**
  - Discussions were held on a new timetable for the 1<sup>st</sup> BDS & 2<sup>nd</sup> BDS students. Suggestions were asked and it was announced that it will be implemented shortly.
6. **Research involving students**
  - Staffs were asked to stress on research activities & publication and involve students in research.
7. Issue of students attending late for classes was discussed. It was decided to allow students inside the class but not to grant attendance for that hour.  
Chronic absentees list was shortlisted. Decision was made to strictly warn them and explain the consequences if they don't meet the necessary attendance percentage.  
All staffs were asked to upload the theory and clinical attendance of students in the college software.

Meeting concluded at 11:20 am.

  
Principal



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1/1/2020

**CIRCULAR**

Academic Planning and Monitoring Committee meeting is scheduled on 2/1/2020 at 10:30am in principal chamber. All Academic Planning and Monitoring Committee members are requested to attend the meeting.

**Agenda**

1. Review of the previous meeting
2. KUHS new instructions for conduct of University theory exams
3. Other agenda

*Ad*  
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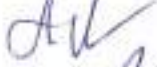



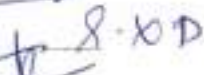








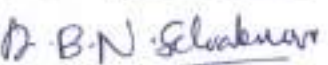
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**Minutes Of Meeting held on 2/1/2020 with academic planning and committee members  
at 10:30 am.**

**Members Present**

Dr.K.R Indushekhar   
Dr.Menon Prasad Rajagopal   
Dr. Ajay Kumar Haridas   
Dr. Anu Sushanth   
Dr. Arun Kumar Samuel   
Dr.Suhas. R. Nayak   
Dr. Sam Paul   
Dr.Basheer Harisa Beevi   
Dr.Harikaran   
Dr. Rejendra   
Dr.Gunashekhar   
Dr.Sudhakar   
Dr.Catherine Mathew   
Dr.Selvakumar 

**Action taken report**

- Alterations in the clinical postings were made as suggested by faculty in the previous meeting.
- Internal assessment marks of second BDS and Part 2 students were received as per the scheduled dates.

**Agendas**

1. Review of the previous meeting was held.
2. KUHS new instructions for conduct of University theory exams
- Chief Superintendent & Invigilators were asked to assemble in the examination hall 1 hour prior to the onset of exams.

  
Principal



- Students to be permitted 45 minutes prior to the onset of exams inside the hall maximum 30 minutes prior. No students will be permitted to enter once the question papers are downloaded.
- Recent Notification from KUHS was read out;
- Not to permit wrist watches, water bottles, boxes, pencil pouches /box inside the hall.
- Students to be instructed to use ordinary blue/black ball pens only for writing and red ball pens for underlining. (Dr.Suhas clarified from CE on 2/1/2020).
- Mobile phones:
  - No students should be permitted to get the phones inside the hall. Invigilators to switch off the phones & chief can carry but to keep it in silent mode & to be used only in the case of an emergency (KUHS theory exam purpose only).
- Correction file: Copies of correction file to be taken and distributed to all students.
- Students to be instructed not to write irrelevant things in the booklet & not to interchange Sec A & B booklets when they write the exams.
- Errors during entry of Reg number &QP code: Students mark " x " & correct it in the booklet, as KUHS has made it mandatory not to issue any additional /alternative booklet.

Meeting concluded at 11:30 am.

  
Principal



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3/12/2019

**CIRCULAR**

Academic Planning and Monitoring Committee meeting is scheduled on 6/12/2019 at 9am in principal chamber. All Academic Planning and Monitoring Committee members are requested to attend the meeting.

**Agenda**

1. Review of the previous meeting
2. Tentative Academic Calendar & Clinical Postings
3. Completion of Syllabus & Revision
4. Software Development - (Academic Module)
5. Finalize IA works and attendance
6. Feedback analysis
7. Other agenda

  
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Minutes of the Academic planning and monitoring cell Committee was held on 6/12/19 at 9:00 am in the Principal Chamber.

**Members Present**

Dr.K.R Indushekhar *Ad*

Dr.Menon Prasad Rajagopal *Menon*

Dr.Suhas. R. Nayak *Suhas*

Dr.Ajay Kumar Haridas *Ajay*

Dr. Sam Paul *Sam*

Dr. Rekha Raghavan *Rekha*

Dr.Arun Kumar S *Arun*

Dr.Basheer Harisa Beevi *Basheer*

Dr.Anu Sushanth *Anu*

Dr.Harikaran *Harikan*

Dr. Rejendra *Rejendra*

Dr.Gunashekar *Gunashekar*

Dr.Jayakrishnan *Jayakrishnan*

Dr.Sudhakar *Sudhakar*

Dr.Catherine Mathew *Catherine*

Dr.Selvakumar *Dr.B.N Selvakumar*

**Action taken report**

- Dr. K.R.Indushekhar welcomed all the committee members for the meeting and reviewed the decisions taken in the previous meeting.
- All departments had prepared the yearly teaching plan for students.

*Ad*  
Principal





## Agendas

### 1) Review of the previous meeting was held.

### 2) Tentative Academic Calendar & Clinical Postings:

- Discussion was held on the tentative calendar of all years (1<sup>st</sup> BDS to 4<sup>th</sup> BDS).
- Suggestions were put forward by the clinical departments to make slight alterations in the clinical postings so that it would be easier to calculate & forward the attendance (ie. postings can be till the beginning of online entry of works and attendance in KUHS website).
- Dr. Suhas was asked to look into the matter.

### 3) Completion of Syllabus & Revision:

- Tentative events of exams (theory, practical & paper evaluation) forwarded by KUHS were handed over in the meeting.
- Since examinations will commence from 3/1/2020, all HOD's were asked to prepare the students for exams once the IA works & attendance is finalized.
- Monthly scheduling & implementation planning reports suggested that the topics were almost completed & few departments have already initiated revision classes for students.

### 4) Software Development - (Academic Module)

- Dr. Indushekhkar mentioned that the college has come out with a plan to design a Academic Module Software which consist of all the components right from the admission till the internship including fees, no dues & library.
- Software demo will be presented within 1 or 2 months & any suggestions will be welcomed for the improvement of the software.

  
Principal





#### 5) Finalize IA works and attendance:

- Dr. Indushekhar mentioned to stick onto the scheduled date for finalizing the IA works & attendance of the students.
- Meeting and discussion on the finalization of the IA works and attendance of 1<sup>st</sup> BDS followed by the 4th BDS Part 2 was held & the copies were handed over to office.
- 4<sup>th</sup> BDS Part 2 Departments were asked to forward the final copy on 7/12/19.
- HOD's of 2<sup>nd</sup> BDS subjects were asked to attend the meeting on finalizing IA works & attendance on 7/12/19 principal's chamber at 8:30 am.

#### 6) Feedback analysis

Feedback from various stake holders were analyzed and detailed discussion was held.

- Decision was taken to conduct relevant add on and value added courses making sure recent advances are incorporated.
- Decision was taken to introduce OSCE, OSPE and problem learning exercises for formative evaluation.
- Decision was taken to introduce an organized study pattern for the curriculum ie. by providing yearly schedule, solved questions especially for first BDS students.

Meeting concluded at 10:30 am.

  
Principal



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4/10/2019

**CIRCULAR**

Academic Planning and Monitoring Committee meeting is scheduled on 8/10/2019 at 10am in principal chamber. Academic Planning and Monitoring Committee members of first year departments are requested to attend the meeting.

**Agenda**

1. Review of the previous meeting
2. Feedback of classes taken
3. Other agenda

  
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**Minutes of academic planning and monitoring committee members of first BDS held on 08/10/2019 at 10:00 AM.**

**Members present:**

Dr. K R Indushekar 

Dr. Mini K 

Dr. Rajendra R 

Dr. Gunasekaran 

Dr. Suhas R Nayak 

**Action taken report**

- Dr Suhas addressed the meeting and welcomed everybody. Review of the previous meeting (19/09/2019) was mainly held. It was mentioned by all departments that a thorough follow up of students is being held as discussed in the previous meeting.

**Agendas**

- I. Review of the previous meeting was held.
- II. Feedback of classes taken

The following feedback were noted after 15 days of classes

- a) Four students-Hyru, Jugunu, Harsha and Varsha Anand are irregular and are not completing their practical work assignments even after repeated warnings. Corrective action – Dr suhas was asked to look into the matter.

- b) Students find it difficult to complete the topic assigned and claim that it is due to everyday exams.

Corrective plan –the request was not found to be genuine as physiology, biochemistry and DAOH are assigning topics which involve not more than 10 questions in each class. Actual problems found to be addressed, monitored and mentoring sessions to be conducted.

  
Principal



### III. Other Agendas

- Scheduling of internal exams for I BDS supply students by October last week.
- Clarification in the lunch break timings for 1<sup>st</sup> BDS supply students.
- Discussion on restriction of use of mobile phones was held.
- Use of other teaching methodologies
  - a) Group discussions
  - b) Focus on weak students
    - Shortlist the student after the internal.
    - Make them read only important questions and reproduce.
  - c) Highlight important questions at the end of class and repeat it in the practical hours when students are involved in group discussion.
  - d) Teach key points.
  - e) Teach clinical applications to correlate the topics and arose interest in the topic.

Meeting concluded at 11:10 AM

  
Principal



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16/9/2019

**CIRCULAR**

Academic Planning and Monitoring Committee meeting is scheduled on 19/9/2019 at 1pm in principal chamber. Academic Planning and Monitoring Committee members of first year departments are requested to attend the meeting.

**Agenda**

1. Review of the previous meeting
2. Result analysis of First BDS –July 2019
3. Strategies to improve results and pass percentage in jan2020 exam of first BDS
4. Other agenda

*A.K.*  
PRINCIPAL

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**Minutes of the academic planning and monitoring committee members of first BDS was held on 19/09/2019 at 01:00 PM.**

**Members present:**

Dr. K R Indusheka

Dr. Mini K

Dr. Rajendra R

Dr. Gunasekaran

Dr. Suhas R Nayak

**Action taken report**

- Follow up of revision classes was discussed.
- Yearly planning template was shared to the e-mail id provided by the departments.

**Agendas**

- 1. Review of the previous meeting was held.**
- 2. Result analysis of 1BDS –July 2019**
  - Subject wise results of July 2018 and 2019 were analyzed. A 5% improvement of results found in July 2019 (overall).
  - List of students -1BDS supply subject wise list of students was cross verified and found to be correct.
- 3. Strategies to improve results and pass percentage in jan2020 exam of I BDS**
  - a) Strict watch on attendance and late coming for classes so that students attend every day. Make it mandatory for students to submit leave letters countersigned by parents or guardians or warden.
  - b) To schedule the class test every week.
  - c) Announce the topic priorly to students-preferably a monthly plan.
  - d) Discuss key answers.
  - e) Contact parents so that the defaulter's parents can be informed. The List of contact numbers to be forwarded shortly.
  - f) Periodic monitoring of students-submit details in the meeting so that parents can be informed and corrective plans can be implemented.

Meeting concluded at 02:00 PM.

  
Principal



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6/5/2019

**CIRCULAR**

Academic Planning and Monitoring Committee meeting is scheduled on 10/5/2019 at 10:30am in principal chamber. Academic Planning and Monitoring Committee members of first and second year departments are requested to attend the meeting.

**Agenda**

1. Review of the previous meeting
2. Tentative university theory exams
3. Syllabus Completion and revision
4. Tentative exam dates-MDS (prostho)
5. Submission of average IA marks and attendance of first BDS
6. Other agenda

  
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**Minutes of meeting held on 10/05/2019 at 10:30 AM in the principal chamber with academic planning and monitoring committee members of 1<sup>st</sup> BDS and 2<sup>nd</sup> BDS.**

**Members present:**

Dr K.R.Indushekar

Dr Suhas R Nayak

Dr Harikaran

Dr Rajagopal Prasad Menon

Dr BN Selvakumar

Dr Mini K

Mr Rojomon

Dr Gunasekharan

Mr. Sameer

**Agendas**

1. Review of the previous meeting was held.
2. Tentative university theory exams
  - University tentative exam dates were mentioned as provided by KUHS. All staffs were asked to note the changes since the tentative calendar circulated earlier from the college was based on the tentative calendar published in 2018.
3. Syllabus Completion and revision
  - To complete the topics and start with revision classes.
4. Dr Suhas stresses the importance of syllabus planning and the template of oral pathology was chosen to display and clarify doubts among the staff members.
5. Dr Suhas collected the e-mail ID of all departments and assured that the template will be forwarded via mail to all the departments.

  
Principal



**6. Tentative exam dates-MDS (prosthodontics)**

- a) Discussion was held on their attendance and was found that students have adequate attendance.
- b) Basic science departments were asked to revise the topics and solve the problems related to exam preparations during their study leave. Students are informed to approach any learning issues during this period.

**7. Submission of average IA marks and attendance of first BDS students**

- a) It was mentioned that the last data for submissions will be intimated shortly.
- b) 1<sup>st</sup> BDS faculties were asked to speed up the evaluation of model exam answer scripts.

Meeting was concluded at 11:30 AM

  
Principal



EIDS/ADMIN C/APMC-CIR/2019/ 112

1/4/2019

**CIRCULAR**

Academic Planning and Monitoring Committee meeting is scheduled on 3/4/2019 at 8:30am in principal chamber. Academic Planning and Monitoring Committee members of dental departments are requested to attend the meeting.

**Agenda**

1. Review of the previous meeting
2. Syllabus planning
3. BDS new syllabus
4. Other agenda

  
M.K.R. INDUSHEKAR MDS  
PRINCIPAL  
EDUCARE INSTITUTE OF DENTAL SCIENCES  
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**Minutes of the meeting with clinical department staffs of academic planning and monitoring committee was conducted on 03/04/2019 at 08:30 AM in the principal's chamber.**

**Members present:**

Dr. KR Indusekhar

Dr. Menon Prasad Rajagopal

Dr. Suhas R Nayak

Dr. Ajay Kumar Haridas

Dr. Sam Paul

Dr. Rekha Raghavan

Dr. Arun Kumar S

Dr. Anu Sushanth

Dr. Harikaran

**Action taken report**

- All departments mentioned that the movement register has been maintained to monitor the interns break timings.
- Format to intimate staffs and students attending camps was prepared.

**Agendas**

1. Review of the previous meeting was held.
2. Syllabus planning
  - Dr K.R. Indushekhar welcomed all staffs and asked Dr Suhas to address on syllabus planning.
  - Dr Suhas stresses the importance of syllabus planning and the template of oral pathology was chosen to display and clarify doubts among the staff members.
  - Dr Suhas collected the e-mail ID of all departments and assured that the template will be forwarded via mail to all the departments.

  
Principal



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### 3. BDS new syllabus

- Stress was laid to cross check the old KUHS syllabus with the new syllabus2016.

Meeting concluded at 9:15 AM

  
Principal



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25/3/2019

**CIRCULAR**

Academic Planning and Monitoring Committee meeting is scheduled on 27/3/2019 at 10am in principal chamber. Academic Planning and Monitoring Committee members of dental departments are requested to attend the meeting.

**Agenda**

1. Review of the previous meeting
2. MDS staff in-charge
3. Monitoring of interns activities
4. Camp related circulars
5. Any other agenda

  
DR. K.R. INDUSHEKAR MDS  
PRINCIPAL  
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**Minutes of the meeting held on 27/03/2019 with academic planning and monitoring committee members of the dental department at 10:00 AM in the principal's chamber on intern monitoring.**

**Members present:**

Dr. KR Indusekhar

Dr. Menon Prasad Rajagopal

Dr. Suhas R Nayak

Dr. Ajay Kumar Haridas

Dr. Sam Paul

Dr. Rekha Raghavan

Dr. Arun Kumar S

Dr. Anu sushanth

**Action taken report**

- Dr. Suhas presented and distributed a copy of the tentative exam calendar for the supplementary students in the meeting.

**Agendas**

1. Review of the previous meeting was held.
2. MDS staff in-charge
  - Dr. K.R. Indushekhar mentioned that one MDS staff from each department will henceforth monitor the activity of interns. MDS staffs themselves to take attendance and mark in the register. (As present -P, absent -A, Leave-L)
3. Monitoring of interns activities
  - Interns should also be trained for interdepartmental referral of patients.
  - Details on leaves for interns in each department were briefed.
  - It was mentioned that medical leaves cannot be considered to wave off the extension.

  
Principal



- Interns leaving early from the department should seek permission from the senior staffs (preferably HOD / any MDS staff) well in advance or leave approval to be taken in the morning.
- Intern register to be monitored in the department and comment has to be written at the end of each posting.
- Dr Suhas mentioned that an internal assessment form has been framed and will be circulated shortly. Department at the end of each posting to submit the details to the admin.
- Strict instructions were given not to wave off even ½ day extension to interns.

#### 4. Camp related circulars

- Discussion on interns attending camp was conducted. Dr Varghese Suresh mentioned that the details of the interns attending the camp will be forwarded to the department and to the office to avoid any sort of confusions.

Meeting concluded at 11:15 A.M.

  
Principal





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EIDS/ADMIN C/APMC-CIR/2019/ 112

16/3/2019

**CIRCULAR**

Academic Planning and Monitoring Committee meeting is scheduled on 19/3/2019 at 8:30am in principal chamber. Academic Planning and Monitoring Committee members of first BDS are requested to attend the meeting.

**Agenda**






1. Review of the previous meeting
2. Result analysis of first bds supplementary exam 2019
3. Reopening of classes for first BDS repeaters
4. Any other agenda

  
PRINCIPAL  
DR. K.R. INDUSHEKAR MDS  
PRINCIPAL  
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**Minutes of the meeting of academic planning and monitoring cell committee members of first BDS held on 19/3/19 at 8:30 am in the principal's chamber.**

**Members present**

- Dr. K.R. Indushekar 
- Dr. Suhas R Nayak 
- Dr. Mini k 
- Dr. Rajendra R 
- Mrs. Divya 

**Action taken report**

- Practical classes were converted into theory based on request by the department of physiology and biochemistry.
- Yearly syllabus schedule was prepared and presented in the meeting.

**Agendas**

1. Review of the previous meeting was held.
  2. Result analysis of first bds supplementary exam 2019.
- ✓ Dr. Indushekar congratulated the efforts of all staffs for attaining good results and explained that the same should continue in the coming days.
  - ✓ Discussion on the time table of the failed students was conducted and the list of failed students were circulated.
  - ✓ Dr. Indushekar and Dr. Suhas mentioned to provide one to one attention to students, counsel and motivate them. If required to direct the students to the counsellor.
  - ✓ Dr. Suhas mentioned that the list of failed students was already provided to the counsellor.

  
Principal



### **3. Reopening of classes for first BDS repeaters**

Dr. Indushekar mentioned that the 1<sup>st</sup> BDS supplementary students will rejoin on 21/3/2019 and revealed that there will be a mentoring class by counsellor on 21/3/2019 after the initial addressing by the staffs.

One staff member from 1<sup>st</sup> BDS department was asked to attend the meeting.

Meeting concluded at 9:15am.

  
Principal



EIDS/ADMIN C/APMC-CIR/2019/ 112


7/3/2019

**CIRCULAR**

Academic Planning and Monitoring Committee meeting is scheduled on 11/3/2019 at 10am in principal chamber. Academic Planning and Monitoring Committee members of basic sciences are requested to attend the meeting.

**Agenda**

1. Review of the previous meeting
2. Syllabus planning
3. Monthly implementation schedule
4. Feedback after maintenance work in classroom
5. Any other agenda

  
A.K.R. INDUSHEKAR MDS  
PRINCIPAL  
EDUCARE INSTITUTE OF DENTAL SCIENCES  
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**Minutes of the academic planning and monitoring cell committee members of basic science staff was held on 11/3/2019 at 10:00am.**

**Members present**

Dr. Indushekhar *d g*

Dr. Suhas R Nayak *ST*

Dr. Mini K *Mini*

Dr. Gunasekharan *S*

Dr. Rajendra R *R*

Dr. Selvakumar *Dr. B. N. Selvakumar*

Dr. Catherine Mathew *Catherine*

**Action taken report**

1. Dr. Suhas presented and distributed a copy of the tentative exam calendar for the supplementary students in the meeting.
2. Maintenance work of repairing tables, replacing lights and deep cleaning of the classrooms were completed.

**Agendas**

1. Review of the previous meeting was held.
2. Syllabus planning

Dr. Indushekhar welcomed all the staffs present and Dr. Suhas was asked to address the staffs on syllabus planning.

- o Dr. Suhas stressed the importance of yearly syllabus distribution and planning
- o KUHS syllabus of dental anatomy and oral histology was chosen as a template.
- o All doubts and suggestions were discussed and a time duration of 1 week was allotted to submit the same.
- o Soft copy of the model template was forwarded to all departments.

*A. P.*  
Principal





### 3. Monthly implementation schedule

Dr. Suhas appreciated the staffs for timely submission of monthly implementation plans of January and February.

### 4. Feedback after maintenance work in classroom

Assessment of classrooms was done and found to be satisfactory.

5. Dr. Mini K pointed out that the practical session required till second internals is duly completed by departments of physiology and biochemistry. With this context Dr. Mini seeked permission from the principal to convert 2 practical classes into theory sessions. Permission was granted from the principal till completion of second internal exams.

Meeting concluded at 10:45am.

  
Principal



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25/1/2019

**CIRCULAR**

Academic Planning and Monitoring Committee meeting is scheduled on 29/1/2019 at 10am in principal chamber. All Academic Planning and Monitoring Committee members are requested to attend the meeting.

**Agenda**

1. Review of the previous meeting
2. KUHS academic calendar for BDS & MDS
3. Submission of internal assessment marks
4. Feedback analysis
5. Any other agenda

  
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DR.K.R. INDUSHEKAR MDS  
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**Minutes of the KUHS academic planning and monitoring committee held on 29/1/2019 at 10:00am**

**Members present**

Dr. KR Indusekhar *Ad*  
Dr. Menon Prasad Rajagopal *Menon*  
Dr. Suhas R Nayak *Suhas*  
Dr. Ajay Kumar Haridas *Ajay*  
Dr. Sam Paul *Sam*  
Dr. Anna Abraham *Anna*  
Dr. Arun Kumar S *Arun*  
Dr. Anu sushanth *Anu*  
Dr. Binunathan *Binu*  
Dr. Rajendran *Raj*  
Dr. Mini K *Mini*  
Dr. Catherin Mathew *Catherin*  
Dr. B.N Selva kumar *Dr. B.N Selva kumar*  
Dr. Paul CA *Paul*  
Dr. Sudhakar *Sudh*

**Action taken report**

1. Counselling and mentoring to under achievers were completed. Learning and personal difficulties were noted and guidance was given.
2. Preclinical departments allotted fixed time frame to complete the preclinical exercises.

*Ad*  
Principal



### Agendas

1. Review of the previous meeting was held.
2. KUHS academic calendar for BDS & MDS

Dr. Indusekhar mentioned receipt of academic calendar from KUHS for BDS and MDS students.

- ❖ Discussion was held on the internal examination schedule for BDS and MDS as well as work submission to KUHS and KUHS university exams as published in the calendar.
- ❖ Dr. Suhas mentioned that most of the details are at par with the institutional calendar that is prepared.
- ❖ Dr. Ajay Kumar Haridas stressed on preparing a tentative calendar for upcoming supplementary batches and Dr. Suhas mentioned that it will be circulated shortly.

3. Submission of internal assessment marks

- ❖ Dr. Indushekar appreciated the staff for submitting the internal assessment marks on time and mentioned to stick on to the rules as discussed in the HOD meeting. Principal Sir also stressed to monitor the students on the basis of their performance in internal examinations and attendance.

4. Feedback analysis

- ❖ Dr. Mini K pointed out that the maintenance work to be held in certain classrooms. Dr. Indushekar mentioned that the matter will be dealt immediately.
- ❖ It was decided to give grants and fundings for research projects initiated by the students and staffs.

Meeting concluded at 11:00 am.

  
Principal



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EIDS/ADMIN C/APMC-CIR/2018/ 112

18/9/2018

**CIRCULAR**

Academic Planning and Monitoring Committee meeting is scheduled on 21/9/2018 at 10am in principal chamber. All Academic Planning and Monitoring Committee members are requested to attend the meeting.

**Agenda**

1. Review of the previous meeting
2. Analysis of internal assessment marks
3. Preclinical work completion status of students
4. Feedback analysis
5. Any other agenda

  
PRINCIPAL **DR.K.R. INDUSHEKAR MDS**  
PRINCIPAL  
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Minutes of the meeting of the academic planning and monitoring committee held on 21/09/2018 at 10am in Principals chamber.

**Members present:**

Dr. KR Indusekhar *Ad*

Dr. Ajay Kumar Haridas *Ahu*

Dr. Suryanarayanan Babushaw *Sue*

Dr. Jaykrishnan B *Jaykr*

Dr. Supriya M *Supriya*

Dr. Gunasekharan *G*

Dr. Basheer Harifa Beevi *BHB*

Dr. Shameem Ahsan *Shameem*

Dr. Monika Gupta *Monika*

Dr. Sunil Mohammed *Sunil*

Dr. Rajendra R *R*

Dr. Sudhakar *Sudh*

Dr. Mini K *Mini*

Dr. Rekha Raghavan *Rekha*

Dr. Anu Sushanth *Anu*

Dr. Paul CA *Paul*

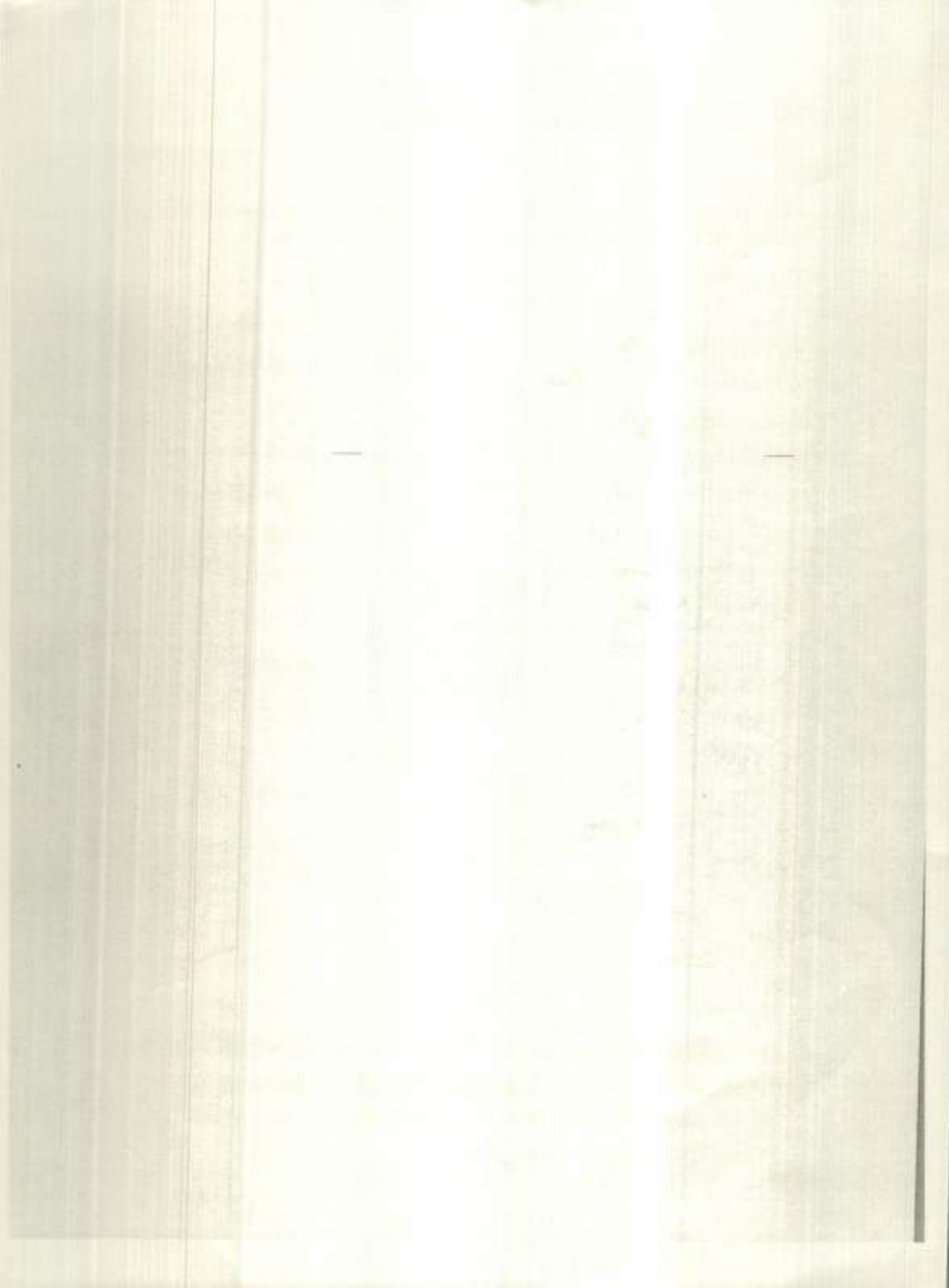
Dr. Jyothirmal *Jyo*

Dr. PC Sunil *Sunil*

**Action taken report**

1. Dr. Indusekhar mentioned that order has been placed to purchase few computers and projector. Few computers will be in use in library while few will be replaced in the classrooms. It was also mentioned that new mikes were installed in the classrooms.

*Ad*  
Principal



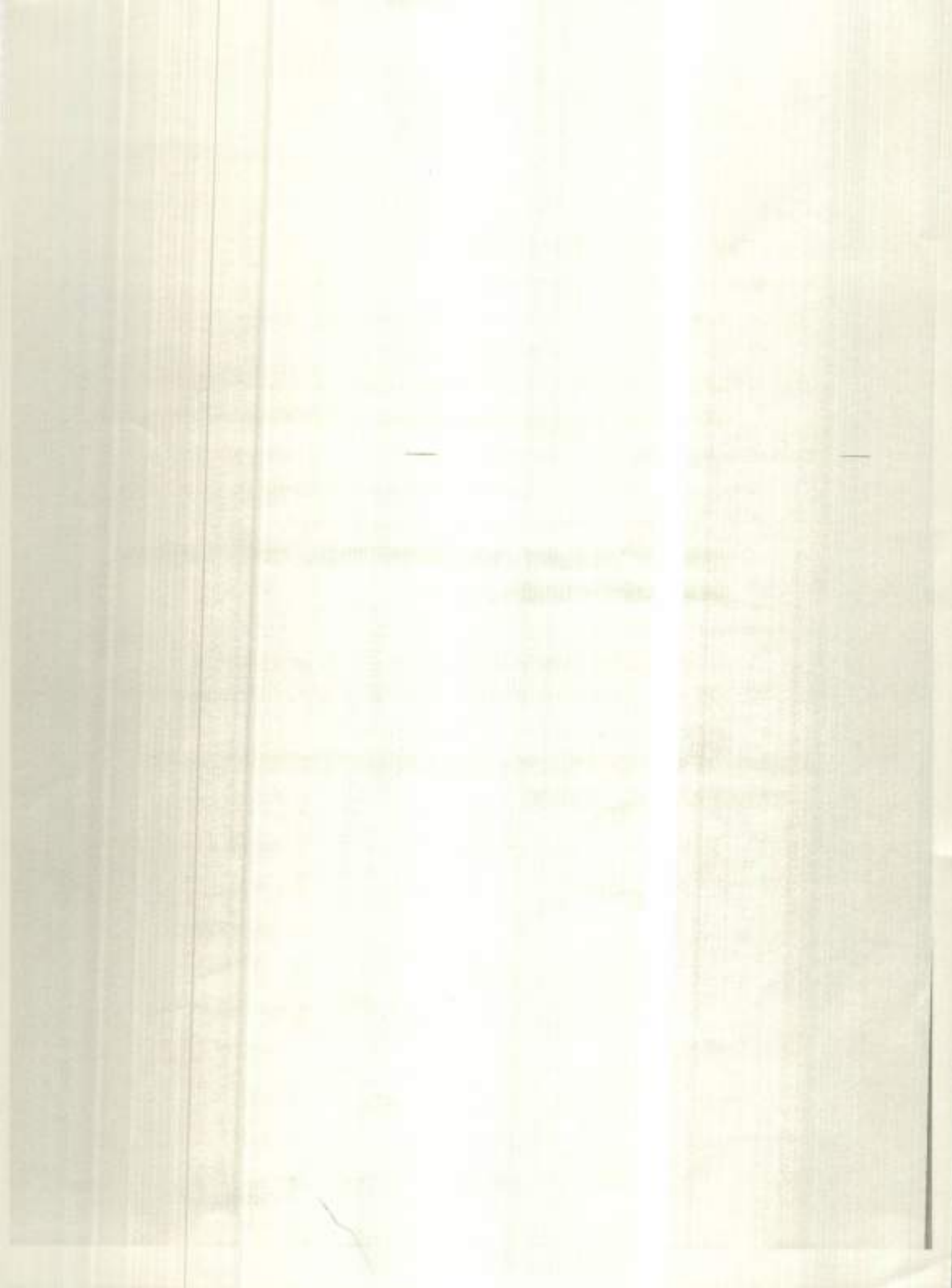


## Agendas

1. Review of the previous meeting was held.
2. Analysis of internal assessment marks
  - Assessment of marks after the internals were discussed and mentors were asked to counsel the under achievers.
  - All faculty members were asked to brief important questions after every class and also at the end of each chapter as per the request from the students.
3. Preclinical work completion status of students
  - Faculties of preclinical subjects were asked to speed up the work completion of students so that students get enough time to complete their exercises.
  - Stress was also laid on providing interdepartmental orientation and training prior to preclinical exercises.
4. Feedback analysis
  - Feedback collected from students was also discussed and corrective measures were initiated. Principal briefed that antivirus was installed in all the classrooms as per the suggestions from faculty.
5. Suggestion was put forward by Dr. Suhas to include clinical skill related add on and value added courses to students.

Meeting concluded at 11am.

  
Principal





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EIDS/ADMIN C/APMC-CIR/2018/ 112

**DATE:** 11.03.2018

**CIRCULAR**

Academic Planning and Monitoring Committee meeting is scheduled on 15/3/2018 at 10am in principal chamber. All Academic Planning and Monitoring Committee members are requested to attend the meeting.

**Agenda**

1. Review of the previous meeting
2. University result analysis of all regular batches
3. Tentative academic calendar
4. Any other agenda

  
PRINCIPAL

**DR.K.R. INDUSHEKAR MDS**  
PRINCIPAL  
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Minutes of the meeting of the academic planning and monitoring committee held on 15/03/2018 at 10am in Principals chamber.

**Members present:**

Dr. KR Indusekhar *Ad*

Dr. Ajay Kumar Haridas *Akhar*

Dr. Suryanarayanan Babushaw *Sure*

Dr. Janaki Ram *Jko*

Dr. Basheer Harifa Beevi *BHB*

Dr. Shameem Ahsan *Shameem*

Dr. Monika Gupta *Monika*

Dr. Sunil Mohammed *Sunil*

Dr. Rajendra R *Raj*

Dr. BN Selvakumar *Dr BN Selvakumar*

Dr. Supriya M *Supriya*

Dr. Mini K *Mini*

Dr. Rekha Raghavan *Rekha*

Dr. Anu Sushanth *Anu*

Dr. Paul CA *Paul*

Dr. Jyothirmai *Jyo*

Dr. PC Sunil *Sunil*

**Action taken report**

1. Evaluation of answer scripts were completed within 10 days of completion of exams.
2. Slow and advanced learners list was prepared.

*Ad*  
Principal



### Agendas

1. **Review of the previous meeting was held.**
2. **University result analysis of all the regular batches - were discussed.**
  - In order to improve the results of first years, a decision was taken to complete the topics at least a month prior to the onset of study leave.
  - Extra coaching classes or revision classes to be conducted for slow learners.
3. **Tentative academic calendar**

Suggestions were taken to prepare tentative exam calendar for the newly joined batches. Doubts in the new syllabus were clarified.
4. **Dr.Ajay Kumar Haridas suggested regular monitoring and maintenance of audiovisual aids in classroom including replacing few computers and projectors.**

Meeting concluded at 11.15 am.

*Ad*

*Ad*  
Principal