



CDCRI/DEU/MIN/2014/001

11.01.2014

**Minutes of the meeting:**

The joint committee meeting of the PTA & DEU was held on 11.1.2014 at 01.00pm in dental office board room. The following members were present,

1. Dr.V.Shivakumar, Chair person-PTA
2. Dr. R. Sathish MuthuKumar, Convener-DEU and Student counseling & guidance centre *qued*
3. Dr.M.Shanmugam, Convener-PTA & Curriculum & results- DEU *meif*
4. Dr.Sandhya, III BDS course incharge-DEU
5. Dr.Eazhil, III BDS course incharge-DEU *[Signature]*
6. Dr.Christeffi, Final BDS course incharge-DEU *[Signature]*
7. Dr.Meenapriya, Final BDS course incharge-DEU
8. Dr.Peter John, II BDS course incharge-DEU
9. Dr.Deepak, II BDS course incharge-DEU *[Signature]*
10. Dr.Sriram, I BDS course incharge-DEU *[Signature]*

The following agenda were discussed,

1. Discussion on preparation for the forth coming PTA meeting to be held on 23.03.2014 & 24.03.2014.
2. Update of performance of student's of feb-2014 exam batch.
3. Discussion on schedule of PTA meeting for the academic year of 2014-15.

*[Signature]*  
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REPORT OF 2<sup>nd</sup> PTA MEET FOR FIRST YEAR B.D.S 2014-15  
Sub – PTA report for first yr regular batch - held on 23.03.2014 & 24.03.2014  
(Thursday and Friday)

A PTA meet was organized on 23.03.2014 & 24.03.2014 (Thursday and Friday) for First year regular batch students appearing for August 2016 University exams. Among 100 students, parents of 90 students attended the meeting. The discussion was based on two major criteria – ATTENDANCE % and INTERNAL ASSESSMENT MARKS. The significance of both the parameters were explained and discussed with the parents.

Majority of parents had requested for the following:

- SMS update for daily attendance
- Fee structure year by year
- College diary for planning leaves
- Visitors room for atleast refreshing
- To provide clean bathroom for students


Parent's signature and their remarks were registered in the first year PTA book and were directed to meet the first year basic science staff.

Convenor  
Dental Education Unit

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First yr course in charge  
Dental Education Unit

  
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CDCRI/DEU/2014/003

12.11.2014

**MINUTES OF THE MEETING OF THE FIRST B.D.S. FACULTY**

A meeting of the first B.D.S subject incharge and course incharge was conducted on 12.11.2014, (Wednesday) at the board room, Dental Principal Office at 10.00 am. This is following the meeting conducted with the First B.D.S student and first B.D.S subject incharge at the lecture hall 4 on 22.09.2014 (Tuesday). The following issues were discussed with the students

1. Attendance and minimum attendance percentage required for appearing in University examination.
2. Internal examination and its implication on the internal assessment marks
3. Schedule of preparation towards the First B.D.S university examination in August 2014.
4. The attitude of the students towards the subjects.

Emphasizes was given to create awareness on the importance of attendance, internal assessment marks and proper channeling and use of available time to succeed. Based on the feedback received from the students it was decided to have weekly test on all the examination subjects chapter-wise and university examination question based. The schedule of revision test during the respective subject period is as follows

SUBJECT	DAY	TIME
BIOCHEMISTRY	MONDAY	8.30 – 10.30 am
HUMAN ANATOMY INCLUDING EMBRYOLOGY AND HISTOLOGY	TUESDAY	2.00 – 4.00 pm
HUMAN PHYSIOLOGY	FRIDAY	12.00 – 3.00 pm
ORAL HISTOLOGY & TOOTH MORPHOLOGY	SATURDAY	11.00 – 1.00 pm



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PTA through mail  
All departments through mail



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**CDCRI/DEU/2015/003**

**02.09.15**

**Minutes of the meeting with third year supplementary batch (Feb 2016 Exam)**

A meeting was conducted on 2-09-15 between 2.00pm - 3.30 pm for third year supplementary batch (Feb 2017 Exam) in regard to their attendance, performance in the respective subjects.

The concerned subject department heads, subject incharge, course incharge, and 10 out of 11 students were present. The meeting was presided by the Principal, CDCRI.

The following points were discussed.

1. All the concerned departments reviewed the attendance. Satisfactory attendance was found in General medicine, General Surgery & Oral Pathology.
2. The dental department heads said only 5 students regularly attended the dental clinical postings and most of them have not finished the case quota except dept of Oral Medicine and dept of Periodontics.
3. The Students were appraised on the number of working days remaining before the Feb 2016 university examination.
4. They were oriented and counseled on the Importance of attending clinical postings regularly to reach the case quota enabling to appear for final year examination in Feb 2017.
5. The students were advised to fulfill the minimum attendance (75%) required to be eligible for the University Examination.

**Principal**

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*02-09-15*  
**Convener DEU**

*R*  
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CDCRI/DEU/2014/004

10.11.2014

**Minutes of the meeting of DEU meet held on 10.11.14**

The first committee meeting of the DEU for the month of November '14 was held at 1.00pm on 10.11.2014 in the department of Oral & Maxillofacial Pathology. The following members were present

Dr. Joe Louis – Chairperson

Dr. R. Sathish Muthukumar – Convener

Dr. Shanmugam – In-charge, examination and results

Dr. Meenapriya – Final year course in-charge

Dr. Christeffi Mabel - Final year course in-charge

Dr. Sandhya – Third year course in-charge


Dr. Ezhil - Third year course in-charge

Dr. Sriram – Second year course in-charge


Dr. Aesha – First year course in-charge

**The following are the agendas and resolution passed during the meeting:**

1. The members passed the resolution to thank the management, administration of Chettinad healthcity and all the faculty of Chettinad dental college and RI for the support rendered during the organization of the MIDAS 2014 scientific session and for its successful completion.
2. It was unanimously decided to include Professor Dr. Jagat Reddy, Head, Dept. of Oral Medicine, as the chairperson of the DEU and Professor Dr. Joe Louis, Head, Dept. of Pedodontics will take charge as the mentor (special) and counselor for the slow learners in the various year of study.
3. The performance and attendance of the February 2015 university examination batches were reviewed and the slower learners and those students lacking attendance were identified. It was decided to call the parents through the PTA and discuss the student's progress.
4. It was unanimously decided to follow the existing timetable for the academic session of 2014 -2015. The lunch break timing of the first year will be reduced by 15 minutes (1.00 – 1.45pm) and the two afternoon lecture classes will be at 1.45 – 2.45 pm and 2.45 – 3.45pm respectively.

  
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5. All scholarship related notices will be displayed on the DEU Notice board and the eligible students will be guided for the receipt of scholarship. The course in-charges are advised to keep in track on the receipt of the scholarship throughout the course period.
6. The first internal examination for the August 2015 examination batch is postponed to the end of December '14 and first week of January '15 due to Midas 2014 sports and cultural events to be held on 6<sup>th</sup>, 7<sup>th</sup>, 20<sup>th</sup> and 21<sup>st</sup> December '14. However the third internal examination for the February 2015 examination batch will be held as per the schedule in the academic calendar. The time table for both the batches will be prepared and circulated shortly.


  
Convenor

Dental Education Unit

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All members, DEU

  
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**Course in-charges for the academic year 2015 - 16**

Year of the course	Course in-charge
First year	Dr.Merlin, Dr. Padmashree
Second year	Dr. Saritha, Dr. Manu Unnikrishnan
Third year	Dr. Bhavana Pandey, Dr. Agila.S
Final year	Dr. Ashwath, Dr. Thailavathi

**CDCRI/DEU/2015/001**

**27.01.2015**

**Minutes of the meeting held on 24.01.15 & 27.01.15**

A meeting of the DEU was held on 24.1. 15 (Tuesday) at 2.00 pm in the dental board room. All the DEU members and the mentors Dr. Daya Srinivasan and Dr. Christeffi Mabel attended the meeting.

**Discussion:**

1. Dr. Daya Srinivasan said her views on the supplementary students of August 2016 examination. She said the students were mostly slow learners with reading difficulties. They were unable to express their feelings and had family issues.
2. Dr. Christeffi Mabel also gave a similar view with regards to the supplementary students of February 2015 examination.
3. All the course incharge of the I, II and III year B.D.S were positive about the students appearing in February 2015 examination.
4. It was decided that Dr. Yamini, Reader, Dept of Orthodontics shall be the mentor for the slow learners following the February 2015 examination.
  
5. Orientation program for the Tamilnadu Dr. M.G.R Medical University examination was held on 27. 01.2015 and the students and the invigilators were appraised on the newly implemented online paper valuation and the rules to be followed as mentioned in the university letter dated


  
**Convener, DEU**

Cc:

All DEU members and mentors

Dental Office

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CDCRI/DEU/MIN/2015/002

16.10.2015

**Minutes of the meeting**

1. Interns feedback reviewed by Dr. SRIDHARAN - students wanted to learn PG cases .But due to inadequate time for interns to learn everything it was decided to teach them management of all the cases comprehensively.
2. Interns should be posted for more in number for clinical postings departments (Prosthodontics and Endo) with more no of patients.
3. To review students feedback.

**MEMBERS ATTENDED:**

- Dr. Rajesh, Principal, CDCRI
- Dr. Satishmuthukumar, Dept Of Oral Pathology
- Dr. Saravanakumar, Dept Of Orthodontics
- Dr. Sridharan, Dept Of Prosthodontics
- Dr. Anitha, Dept Of Periodontics
- Dr. Joe, Dept Of Paedodontics
- Dr Sivan Satish, Dept Of Oral Medicine

*[Signature]*  
16.10.15  
Convenor  
Dental Education Unit

*[Signature]*  
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**Minutes of the meeting with final year supplementary batch (Feb 2016 Exam)**

A meeting was convened on 05-02-2015 Friday at 9:30am for the IV BDS students (Feb 2016 exam) in regard to their attendance, performance in the respective subjects. The concerned subject department heads, subject incharge, course incharge, and 12 out of 24 students were present. The meeting was presided by the Principal, CDCRI.

The faculty who attended the meeting were -

Dr.P.Rajesh, Principal *[Signature]*  
 Dr.Sathish Muthukumar, Oral pathology and Convenor DEU *[Signature]*  
 Dr.Sridhar Prosthodontics *[Signature]*  
 Dr.Anitha, Periodontics *[Signature]*  
 Dr.Saravana Kumar, Orthodontics *[Signature]*  
 Dr.Senthil Kumar, Conservative Dentistry and Endodontics *[Signature]*  
 Dr.Jagat Reddy, Oral Medicine and Radiology  
 Dr.Daya Reader, Paedodontics *[Signature]*  
 Dr.Prabhu Lecturer Public Health Dentistry

The following points were raised and discussed -

1. The students were appraised on their lack of attendance in their clinical postings of the dental departments
2. The importance of maintaining the required 75% attendance was highlighted by the Principal, CDCRI.
3. The students were also reminded about the need to complete their clinical quota in the dental departments.
4. The possibility of having a lack of required minimum attendance at the end of the academic year was informed to the students after calculating the remaining working days in their academic year.
5. The importance of internal assessment examination was emphasized to the students and the need to improve in the subsequent internal examination marks in order to attain good internal marks.
6. A further meeting to be held with the students who were absent was mentioned and the students were to be intimated about the date of the same

*[Signature]*  
Principal

*[Signature]*  
5.12.15  
Convener DEU

*[Signature]*  
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**The minute of the meeting as follows,**

1. It was decided to send the communication to the parent on or before 13.1.2014 and 16.1.2014 for the PTA meeting on 23.03.2014 & 24.03.2014 respectively.
2. All the course incharge to have an updated record of the student's performance of their respective batch.
3. The scheduling of PTA meeting for the academic year of 2014-15 was discussed and it was concluded to have a minimum of two PTA meeting for each batch (Aug & Feb exam batch's). It was suggested to conduct of the PTA meeting in the 3<sup>rd</sup> week of Jan and 4<sup>th</sup> week of May for August examination batch. The PTA meeting for the Feb Examination batch will be held on 4<sup>th</sup> week of July and 4<sup>th</sup> week of October.
4. Periodic update of the student's academic performance from all departments to be made through the DEU course incharge at [dentalaeducationunit@gmail.com](mailto:dentalaeducationunit@gmail.com)
5. Dental Education Unit to update the PTA through [ptaedcri@gmail.com](mailto:ptaedcri@gmail.com)
6. Correction of communication address, contact number and E mail ID will be undertaken during the forth coming PTA meeting.
7. All the faculties are instructed to advice the parents to registered their visit to the institution in the PTA register.
8. All the agenda were discussed and resolution was passed unanimously by the members of the both committee.

Dr.R.Sathish Muthukumar

**Convener-DEU**

Dr.M.Shanmugam

**Convener-PTA**

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**MINUTES OF THE MEETING-FIRST YEAR COURSE**

**DATE:** 18-04-2016

**TIME:** 12:00-1:00pm

**VENUE:** Oral pathology department

**ATTENDEES:**

Name	Role
Dr. Satish Muthukumar	Convener-DEU
Dr. Aesha Imran	First year course incharge
Dr. Balaji	Anatomy course incharge
Dr. Khaleel	Physiology course incharge
Dr. Uma Maheshwari	Biochemistry course incharge

**AGENDA:**

- Discussion of internal marks, poor attendance percentage
- Handling Tamil medium students
- Break batch students schedule
- Leave letter forms for students

**DISCUSSION:**

- ✓ Names of the students with insufficient attendance and poor marks were discussed in the meeting.
- ✓ Dr. Khaleel, Physiology course incharge suggested about re-conducting the parents teachers meeting for slow learners and thereby keep their parents informed of the low marks in internal exams.
- ✓ Dr. Balaji has opened regarding issue leave letter in the present format to students as they might not use it for genuine reasons.
- ✓ Focus and importance to be more for Tamil medium students.
- ✓ All students with insufficient attendance were to be given oral warning individually.
- ✓ The students falling into the remedial category were divided into groups and subsequently allocated in the different departments.

*[Signature]*  
Dr. R. Sathish Muthu Kumar (Convener, DEU)

*[Signature]*  
Dr. Aesha/Dr. Saritha (Course In-charge)

Copy to:

DEU

All I year department

Dept. of Physiology - ~~12/10/11~~ (12/10/11)  
13/6.

Dept. of Biochemistry - ~~12/10/11~~  
13/6

Dept. of Anatomy - ~~12/10/11~~  
13/6

Sl. No.	Name of the Candidate	Grade
1		
2		
3		
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5		
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10		



CDCRI/DEU/2016/032

03.06.2016


**CIRCULAR**

This is to inform the members of the dental education unit that there will be a meeting on 08.06.16 (Wednesday), at 1.00 pm in the dental office board room. All the members and course in-charge are requested to be present with necessary records for the meeting.

Dr. P. Rajesh, Principal, CDCRI and Chairperson of IQAC, CDCRI will preside the meeting and Dr. Jagat Reddy, Chairperson, Dental Education Unit, CDCRI shall follow the proceedings of the meeting.


**Agenda of the meeting:**

1. Presentation of the consolidated attendance percentage up to **31.05.16** (subject-wise) of the August 2016 university examination batch, by the respective course in-charge (First to final year).
2. Supportive measures taken for the regular batch (August 2016 examination batch).
3. Conduction of model practical examination.
4. Examination orientation program.
5. Submission of details of slow learners to the Parent - Teachers committee.

  
Convener,

Dental Education Unit

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All members, DEU  
All Course In-charge

  
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CDCRI/DEU/2016/032 CONTD....

**MINUTES OF THE MEETING**

TYPE: Quarterly Meeting

DATE : 8.06.2016

TIME: 14:00 hrs to 15:15 hrs


**ATTENDEES:**

NAMES	PRESENT/ABSENT
Dr. P. RAJESH (Principal and chairperson IQAC)	Present
Dr. Jagath Reddy (DEU)	Present
Dr. Satish Muthukumar (convener-DEU)	Present
Dr. Shanmugam (DEU Incharge-schedules&results)	Present
Dr.Aesha & Dr. Saritha (first year course incharge)	Present
Dr.Ezhil and Dr.Deepa (second year course incharge)	Present
Dr.Nachiammai (third year course incharge)	Present
Dr.Seethalakshmi (final year course incharge)	Present

**MEETING OBJECTIVE:**

Informational and Discussion oriented

To focus on the agenda and give updated information on the agenda points

  
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**AGENDA OF THE MEETING:**

1. Presentation of the consolidated attendance percentage up to 31.05.16 (subject-wise) of the August 2016 university examination batch, by the respective course in-charge (First to final year).
2. Supportive measures taken for the regular batch (August 2016 examination batch).
3. Examination orientation program
4. Conduction of model practical examination
5. Submission of details of slow learners to parents-teachers committee.

**ACTION POINTS TO BE TAKEN AFTER CURRENT MEETING:**

1. Respective course incharges submitted the attendance percentage and third internal examination marks, to be forwarded to the PTA.
2. Supportive measures to continue as undertaken by the respective department.
3. Examination orientation program shall be conducted for the first year students and other personality enrichment program shall be continued according to the schedule of student counselling centre.
4. Model practicals for first to third year shall be conducted by respective department and theory as per the schedule of the dental education unit (already issued). Final years will undergo only clinical model examination.
5. It was decided to call the first year and third year parents.

  
APPROVED BY

  
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CDCRI/DEU/2016/047


02.09.16

**Minutes of the meeting with final year supplementary batch (Feb 2017 Exam)**

A meeting was convened on 02-09-2016 Friday at 9:30am for the IV BDS students (Feb 2017 exam) in regard to their attendance, performance in the respective subjects. The concerned subject department heads, subject incharge, course incharge, and 12 out of 24 students were present. The meeting was presided by the Principal, CDCRI.


The faculty who attended the meeting were -

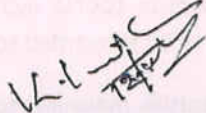
Dr.P.Rajesh, Principal 

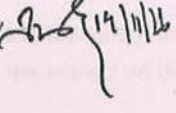
Dr.Sathish Muthukumar, HOD Oral pathology and Convenor DEU 


Dr.Sridhar, HOD Prosthodontics 

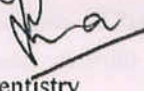
Dr.Anitha HOD Periodontics 

Dr.Saravana Kumar, HOD Orthodontics 


Dr.Senthil Kumar, HOD Conservative Dentistry and Endodontics 

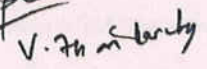
Dr.Jagat Reddy, HOD Oral Medicine and Radiology 

Dr.Daya Reader, Paedodontics 

Dr.Semmia Lecturer Oral Surgery 

Dr.Prabhu Lecturer Public Health Dentistry

Dr.Ashwath Reader Periodontics 

Dr.Thailavathy, Lecturer Orthodontics 

The following points were raised and discussed -

1. The students were appraised on their lack of attendance in their clinical postings of the dental departments
2. The importance of maintaining the required 75% attendance was highlighted by the Principal, CDCRI.
3. The students were also reminded about the need to complete their clinical quota in the dental departments.
4. The possibility of having a lack of required minimum attendance at the end of the academic year was informed to the students after calculating the remaining working days in their academic year.

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5. The importance of internal assessment examination was emphasized to the students and the need to improve in the subsequent internal examination marks in order to attain good internal marks.
6. A further meeting to be held with the students who were absent was mentioned and the students were to be intimated about the date of the same



**Principal**



**Convener DEU**

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CDCRI/DEU/2016/058

30.09.16

The review meeting of the final year results of the Tamilnadu Dr. M.G.R. Medical University was called on 29.09.16 (Thursday) at the principal's office. The following faculty were present

- Dr. P. Rajesh - Principal & Head, Dept. Of Oral & Maxillofacial & Pathology  
Dr. R.Sathish Muthukumar - Convener, DEU  
Dr. Daya - Reader, Dept. Of Pedodontics  
Dr. Aswath - Final year course incharge, Reader Dept. Of Periodontics  
Dr. Thailavathy - Final year course incharge, Lecturer, Dept. Of Orthodontics  
Dr. Sivan Sathish - Reader, Dept. Of Oral Medicine & Radiology  
Dr. Anupama - Reader, Dept. Of Endodontics  
Dr. Padmasree - Lecturer, Dept. Of Prosthodontics.

**Agenda:**

1. Review of the results
2. Remedial measures for the failed students and all Feb 2017 exam students

**Resolution:**

1. Remedial classes shall be taken for both additional and supplementary student appearing for the Feb 2017 university examination
2. The classes will be conducted according to the schedule enclosed at the seminar hall, Dept. Of Prosthodontics.
3. The faculty as mentioned in the schedule will be incharge in their respective specialty subject for the remedial classes and shall pay special attention during the clinical postings of the mentioned students
4. Dr. Aswath, Dr. Thailavathy, and Dr. Agila will be the mentors and to cater the academic needs of the mentioned students.

  
Principal

  
Convener DEU

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CDCRI/DEU/2016/058 enclosure

SCHEDULE OF REMEDIAL CLASSES FOR ADDITIONAL/SUPPLEMENTARY BATCH (FEB 2017 EXAMINATION)

Day	8.30 am to 9.30 am	9.30-10.30	10.30-02.00	02.00 pm to 3.00 pm	03.00pm to 04.00pm
Monday	PHD	OP	OS/Pedo/OM/ Perio	PHD	
Tuesday	Prosthodontics	Oral Medicine	OP	OP	
Wednesday	Conservative Dentistry	Pedodontics	OP	OP	
Thursday	Prosthodontics	Orthodontics	OP	OP	
Friday	Oral Surgery	Conservative Dentistry	OP	OP	
Saturday	Periodontics	OP	OP	OP	

Note: Lecture Schedule commences from 01/10/2016 - Prosthodontics seminar hall (IIIrd Floor, E block) (Regular OP postings to be followed)

**SUBJECT INCHARGE**

Oral Medicine – Dr.Sivan Satish  
PHD – Dr.Jaganatha  
Oral Surgery – Dr.Rajesh  
Prosthodontics – Dr.Padmasree

Pedodontics – Dr.Daya  
Periodontics – Dr.Ashwath  
Orthodontics – Dr.Thailavathy  
Conservative Dentistry – Dr.Anupama

Dental Principal

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

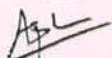



CDCRI/DEU/2016/063

04.11.16

**Minutes of the meeting with final year supplementary batch (Feb 2017 Exam)**

A meeting was convened on 04-11-2016 Friday at 9:30am for the IV BDS students (Feb 2017 exam) in regard to their attendance, performance in the respective subjects. This meeting was held to evaluate the response of the students with regard to their attendance in theory and clinical postings following the first meeting which was held on 02-09-2016. 24 out of 24 students attended the meeting this time. The meeting was presided by the Principal, CDCRI and the following faculty members attended the meeting -

1. Dr.Saravanna Kumar 
2. Dr.Satish Muthukumar 
3. Dr.Shanmugam 
4. Dr.Ashwath 
5. Dr.Thailavathy 

The following points were raised and discussed -

1. The students were appraised on their current attendance in their clinical postings of the dental departments.
2. The importance of maintaining the required 75% attendance was reinforced by the Principal, CDCRI.
3. The students who had finished their clinical quotas in certain departments were asked to obtain permission to work in those departments where they are yet to complete the quotas
4. The importance of internal assessment examination was reinforced to the students and the need to improve in the subsequent internal examination marks in order to attain good internal marks.

  
Principal

  
Convener DEU

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CDCRI/DEU/2016/048

02.09.16

**Minutes of the meeting with third year supplementary batch (Feb 2017 Exam)**

A meeting was conducted on 2-09-16 between 2.00pm - 3.30 pm for third year supplementary batch (Feb 2017 Exam) in regard to their attendance, performance in the respective subjects.

The concerned subject department heads, subject incharge, course incharge, and 10 out of 11 students were present. The meeting was presided by the Principal, CDCRI.

The following points were discussed.

1. All the concerned departments reviewed the attendance. Satisfactory attendance was found in General medicine, General Surgery & Oral Pathology.
2. The dental department heads said only 5 students regularly attended the dental clinical postings and most of them have not finished the case quota except dept of Oral Medicine and dept of Periodontics.
3. The Students were appraised on the number of working days remaining before the Feb 2017 university examination.
4. They were oriented and counselled on the Importance of attending clinical postings regularly to reach the case quota enabling to appear for final year examination in Feb 2018.
5. The students were advised to fulfill the minimum attendance (75%) required to be eligible for the University Examination.



**Principal**



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CDCRI/DEU/2016/065

14.11.16

**Minutes of the meeting with first year 2015-16 batch**

A Review meeting to discuss the first year results published on 11-11-2016 (Friday) was convened. The meeting took place on 14-11-2016 Monday at 9:00am at the department of Oral & Maxillofacial Pathology. The meeting was chaired by the Principal, CDCRI and the following faculty members attended the meeting –

1. Dr. Satish Muthu Kumar, Professor & Head, Dept of Oral Histology *SMK*
2. Dr. Sanjay, Professor & Head, Dept. of Physiology
3. Dr. Laxmi Kanth, Associate Professor, Dept. of Bio-chemistry
4. Dr. Sowjanya, Associate Professor, Dept. of Anatomy
5. Dr. Aesha, First year Course In-Charge (2015-16)

Those students (16 out of 25) who were unsuccessful in the Aug 2016 Tamil Nadu Dr. M. G. R. Medical University examination were present.

The following remedial measures were discussed and were decided to implement.

1. The students will follow the regular first year time table and separate classes shall be conducted at the respective subject department by designated faculty.
2. Students in second year carrying one first year subject shall attend the remedial class in the respective subject department on Fridays between 11am - 1pm (Anatomy & Biochemistry - 11am - 12pm; Physiology - 12pm - 1pm)
3. They will have one I.A in Dec'16 and Model examination on Jan'17
4. Students will prepare Answers for the Questions given in the assignment book.
5. A minimum of 75% attendance during this period beginning on 14-11-2016 until the University examination (1<sup>st</sup> February 2017) is mandatory.
6. All Departments and LMS are instructed to register the attendance from 14-11-2016 onwards.

Note: Enclosed student list

*[Signature]*  
Principal

*[Signature]*  
Convener DEU

**Copy to:**

Dental Office *[Signature]*

IQAC *[Signature]*

All concerned departments

First Year course incharge *[Signature]*

LMS

PTA *[Signature]*

LMS: *[Signature]*  
Anatomy - *[Signature]*  
Physiology - *[Signature]*  
Biochemistry - *[Signature]*  
15/11/16

*[Signature]*  
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CDCRI/DEU/2016/065 enclosure

**LIST OF BREAK STUDENTS (additional batch)**

Sl.No	Name of the Candidate	App.	General Anatomy including Embryology and Histology	General Human Physiology and Biochemistry	Dental Anatomy Embryology and Oral Histology	Student Signature
1.	Dakshin.D	1	Fail	Fail	Pass	
2.	Deepika.K	1	Fail	Fail	Fail	
3	Dhanesh Bala.K.R	1	Fail	Fail	Fail	
4.	Dharunya Aru	1	Fail	Fail	Fail	
5.	Divya Teja.B	1	Fail	Fail	Fail	
6.	Jannai Suresh	1	Fail	Fail	Fail	
7.	Jeevan Joshua.G	1	Fail	Fail	Pass	
8.	Kanmani.D	1	Fail	Pass	Fail	
9.	Kavitha.M	1	Fail	Fail	Fail	<i>Kavitha.M</i>
10.	Kiruithika Sri.G.P	1	Fail	Fail	Fail	
11.	Krithika.R	1	Fail	Fail	Pass	
12.	Methaf Mohideen.S	1	Fail	Fail	Pass	
13.	Monisha.D	1	Fail	Fail	Fail	
14.	Padmajee.S	1	Fail	Fail	Fail	<i>SP.42</i>
15.	Sesha HariRam.TM	1	Fail	Fail	Fail	
16.	Sowmya.A	1	Fail	Fail	Pass	
17.	Sowndharyaa.D	1	Fail	Fail	Pass	<i>D. Sowmya</i>
18.	Thaiyal Nayaki.Y	1	Fail	Fail	Fail	
19.	Thouseef Ahmed.M	1	Fail	Fail	Fail	
20.	Priyanka.Giridharan	7	Fail	-	Fail	
21.	Shankar Ganesh.P	5	Fail	Fail	Fail	

*M*

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CDCRI/DEU/2016/065 enclosure

LIST OF CARRY STUDENTS (supplementary batch)

Sl.No	Name of the Candidate	App.	General Anatomy including Embryology and Histology	General Human Physiology and Biochemistry	Dental Anatomy Embryology and Oral Histology	Student Signature
1.	Siddharth.A	1	Pass	Fail	Pass	
2.	Visanth.P	1	Fail	Pass	Pass	
3.	Sushmitha.S.R	3	-	Fail	-	<i>Sushmitha</i>
4.	Raajesh.A.K.R	5	Pass	Fail	-	<i>Raajesh A.K.R</i>

*[Handwritten mark]*

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**Minutes of the meeting with Second year 2015-16 batch**

A Review meeting to discuss the second year results published on 27-10-2016 (Thursday) was convened. The meeting took place on 23-11-2016 Wednesday at 11:30am at the department of Oral & Maxillofacial Pathology. The meeting was chaired by the Principal, CDCRI and the following faculty members attended the meeting –

1. Dr. R. Sathish Muthukumar, Professor & Head, Dept. of Oral Pathology *Handwritten initials*
2. Dr. Devi, Assistant Professor, Dept. of Pathology
3. Dr. Preethi, Assistant Professor, Dept. of Microbiology
4. Dr. Duraivel, Assistant Professor, Dept. of Pharmacology
5. Dr. Aesha, Reader, II B.D.S Course In-Charge (2015-16)
6. Dr. Divya Natrajan, Sr Lecturer, II B.D.S Course In-Charge (2015-16) *N. D. Handwritten initials*

Those students who were unsuccessful in the II B.D.S., Tamil Nadu Dr. M. G. R. Medical University examination (Aug 2016) were present.

The following remedial measures were discussed and were decided to implement.

1. The students who failed in <sup>*Two (or)*</sup> ~~all~~ three subjects shall attend Pharmacology from 8:30 - 10:00am, Pathology 10:30am - 12:30pm and Microbiology 1:00 - 3:00pm in the respective departments and monitored by designated faculty.
2. Students in third year carrying one second year subject (Dental Materials) shall attend the remedial class in the respective subject department on all Saturdays.
3. Students in third year carrying one second year subjects (Pharmacology) will attend on Thursday, Friday, and Saturday from 8:30am - 3:00pm.
4. They will have one I.A in Dec'16 and Model examination in Jan'17.
5. Students will prepare Answers for the Questions given in the assignment book.
6. A minimum of 75% attendance during this period beginning on 24-11-2016 until the University examination (1st February 2017) is mandatory.
7. All Departments and LMS are instructed to register the attendance from 24-11-2016 onwards.

Note: Enclosed student list

**Principal**

*Handwritten signature*  
**Convener DEU**

Copy to:

- Dental Office *for Registration*
- IQAC *file*
- All concerned departments
- Second year course in charge
- LMS *For Approval*

*Dept of Prosthodontics*  
*Handwritten signature*

**DEPT. OF PEDIODONTICS**  
*Handwritten signature*

**DEPT of Micro.** *(Handwritten initials)*

*Handwritten signatures*

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CDCRI/DEU/2016/066 enclosure

**LIST OF CARRY STUDENTS (supplementary batch Feb 2017)**

SINo	Name of the Candidate	General Pathology and Microbiology	General & Dental Pharmacology & Therapeutics	Dental Materials	Student Signature
1.	Yuganthi.D *	-	Fail	-	
2.	Sowmya Rao*	-	Fail	-	
3.	Pavithra.L	Fail	Fail	Pass	
4.	Shakthivel A	Fail	Fail	Fail	
5.	Samiullah Mohammed Azmathullah	Fail	Fail	Pass	
6.	Abinaya Miruthula.K	-	Pass	Fail	
7.	Melwin Ebenezer.J	Fail	Fail	Pass	
8.	Mohammed Niaz Ali.A	Fail	Pass	Pass	
9.	Pavithra.S	Pass	Fail	Pass	

**Note:**

1. Subjects marked **FAIL** are the subject the student shall appear in the Second B.D.S., the Tamil Nadu Dr. M.G. R. Medical University examination to be held in February 2017.

2. For communication contact Dr. Divya Natrajan at extn No: 8353


\*Will attend Thursday, Friday & Saturday – Three full days of Pharmacology. The attendance for the same may be obtained to calculate 3<sup>rd</sup> year attendance after Feb 2017.



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**List of II BDS students to be appeared Aug-17 Exam**

S.No	Reg.No	Name of the Student	I Sub Carry
1	541316056	RAAJESH.A K R	Phy & Bio
2	541316058	RAGHULMARAN.M	
3	541416083	SRUTHI.P	
4	541516001	AARTHY.K	
5	541516005	AKANSHA TINI.P	
6	541516006	AKSHAYA.M N	
7	541516008	ANUREKHA.A	
8	541516009	ASWATHAMAN.P	
9	541516010	ASWINI.S	
10	541516011	BHAVANA.B	
11	541516012	CLEMENT SOLOMON.B	
12	541516015	DEEPIKA.L	
13	541516019	GAYATHRI.S	
14	541516020	GEERTHANA.J	
15	541516021	HARITHA.R K	
16	541516022	HEMALATHA.T	
17	541516023	ILAVARASI.K	
18	541516024	ISWARYA.S	
19	541516027	JOANNA GRACY.P	
20	541516028	KAAVIYA.C	
21	541516032	KAVIYA.B	
22	541516033	KEERTHANA.M	
23	541516034	KEERTHANA.S	
24	541516037	KOKILA.S K	
25	541516039	LAVANYA.M	
26	541516040	MADHUVATHANI.R	
27	541516041	MAHALAKSHMI.V	
28	541516046	MUKILAN.V	
29	541516047	NANDHINI.R	
30	541516048	NARESH.B	
31	541516049	NIVASHINI.C	
32	541516053	POOJA.L	
33	541516054	POORNIMA.S	
34	541516056	PRATHUSHA.U	
35	541516057	PRAVEEN.R	
36	541516058	QURATHUL AYN FATHIMA.M J	
37	541516059	RAAVI SRI HARIKA.	
38	541516060	RAJPRITHIVIKA.R	
39	541516061	RAMYA.R	
40	541516062	RANISANTHIYA.S	
41	541516064	RAVEENA.M	
42	541516065	REBECCA ELIZABETH SUSANNA.J	
43	541516067	REVANTH KUMAR.K K	

  
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44	541516068	RIZVI V CHOUHAN.
45	541516069	SAI SHRUTHI.H N
46	541516071	SHAHANA FATHIMA.S
47	541516072	SHANMADHY.S
48	541516073	SHANMUGAPRIYAN.D
49	541516074	SHANMUGAVELU.S
50	541516075	SHARMISTA SREE.K
51	541516076	SIDDHARTH.A
52	541516077	SIDHAARTH.R
53	541516078	SIVANDHINI.P S
54	541516080	SONU.R
55	541516081	SOUNDHAR RAJAN.R
56	541516084	SRIRAM.P
57	541516085	SRUTHI.S
58	541516086	STEFFY.S
59	541516087	SUBHASHINI.R
60	541516088	SUMITHRA.M
61	541516092	VALARMATHI.M
62	541516094	VIGNESH.R
63	541516095	VINITHA.A
64	541516096	VISANTH.P
65	541516098	YAMINI.N
66	541516100	YUVARANJANI.P

Phy & Bio

Anatomy


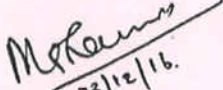




  
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03/12/16

CDCRI/DEU/2016/069

MINUTES OF THE MEETING

Meeting was held at Dean Office on 03.12.2016 at 2.15pm regarding Mr.Akil Mohan (2010 Batch). The meeting was attended by

1. Mr. Akil Mohan,   
03/12/16.
2. Mr Mohan - Father of Akil Mohan   
03/12/16.
3. Dr Rajesh - Dental Principal   
3/12/16 - 9
- Dr Sathish Muthukumar, Dr Jagannatha Dr Joe Louis, Dr Shanmugam, Dr Ashwath, Dr Christoffi. & Dr Annamalai   
3.12.16   
3.12.16   
3.12.16

The following points were raised and discussed in detail in Malayalam by Dr Joe Louis and Dr Annamalai.

- (i) Akil Mohan 's academic status was informed to the parents.
- (ii) We explained his consistent absenteeism from the institution inspite of being in the hostel.
- (iii) Continuous effort by the faculties ( Dr Ashwath/ Dr Saravana Kumar/ Dr Christeffi ) to communicate directly as well as over the phone failed as his room was locked.
- (iv) Parent of Akil Mohan was informed about the decision of management (CHC) based on the feedback from Christopher (Warden - Mens Hostel) to vacate the hostel with immediate effect (afternoon of 03.12.2016)
- (v) Mr Akil Mohan is handed over to his parent Mr Mohan father and he is advised to attend the college at the earliest as a day scholar escorted by one of the parent.
- (vi) It was an unanimous opinion of all the teaching faculty that Mr Akhil Mohan is a very good student but due to personal issues, which he is not ready to express makes the simple issue of attending the college from hostel difficult and inspite of repeated attempts by the above mentioned faculty and the resident wardens, he couldn't be persuaded to attend the college from Aug2016 onwards. The issue was explained to the father Mr Mohan and he is advised to take personal care of Mr Akil Mohan by means of counseling etc. to make sure he returns back to normal life.

The meeting was concluded by all the faculty assuring Mr Mohan (the father):

The faculty is ready to help in all methods once he resumes as a day scholar under parental care.

  
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CDCRI/DEU/2017/005

27.01.2017

**Minutes of the meeting held on 24.01.17 & 27.01.17**

A meeting of the DEU was held on 24.1.17 (Tuesday) at 2.00 pm in the dental board room. All the DEU members and the mentors Dr. Daya Srinivasan and Dr. Christeffi Mabel attended the meeting. The agenda as in CDCRI/DEU/2017/004 dated 21.01.2017 were tabled for discussion.

**Discussion:**

1. Dr. Daya Srinivasan said her views on the supplementary students of August 2016 examination. She said the students were mostly slow learners with reading difficulties. They were unable to express their feelings and had family issues.
2. Dr. Christeffi Mabel also gave a similar views with regards to the supplementary students of February 2017 examination.
3. All the course incharge of the I, II and III year B.D.S were positive about the students appearing in February 2017 examination.
4. It was decided that Dr. Yamini, Reader, Dept of Orthodontics shall be the mentor for the slow learners following the February 2017 examination.
5. Orientation program for the Tamilnadu Dr. M.G.R Medical University examination was held on 27.01.2017 and the students and the invigilators were appraised on the newly implemented online paper valuation and the rules to be followed as mentioned in the university letter dated



**Convener, DEU**

**Cc:**

All DEU members and mentors

Dental Office

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**Minutes of the meeting**

A meeting of the Principal, course in-charges and subject incharge for first year dental students (supplementary batch) was held on 26.10.17 (Thursday) at 01.30 pm – 02.30 pm in the department of Oral & Maxillofacial Pathology.

The agenda for the meeting was as follows

1. Review of the first B.D.S results of the February 2017 session
2. Arrangement of the remedial measures for the break students
3. Remedial class for the students promoted to second B.D.S with an arrear subject.

The following faculties were present:

Dr.P.Rajesh,Principal, CDCRI

Dr.R. Sathish Muthukumar, Convener, DEU

Dr. Sanjay. Prof. & Head, Dept. of Physiology

Dr. Khaleel, Dental Incharge, Dept. of Physiology

Dr. Sowjanya., Dental Incharge, Dept. of Anatomy

Dr. Sreeja.C, Course Incharge- Ist year B.D.S

Dr. Padmasree, Course Incharge- Ist year B.D.S and representative from dept. of Prosthodontics

Dr. Manu Unnikrishnan, Course Incharge- IInd year B.D.S and representative from dept. of Endodontics

**Resolution:**

1. The regular batch 2016 – 17 results were published on 17.10.17 (Tuesday). Seven students were unsuccessful in which two students carry the subject to II year B.D.S. (Miss. Lakshmi Priya – Anatomy and Miss.Shruthi. S – Physiology & Biochemistry).
2. Among the five students entered into break batch (supplementary batch) in the I year B.D.S the details are as follows  
Mr. Harish Raghav – Anatomy, Physiology & Biochemistry and Dental anatomy & Oral Histology  
Mr. Madhanarajan - Physiology & Biochemistry (did not appear) and Dental anatomy & Oral Histology  
Miss. Harini Prabha – Anatomy and Physiology & Biochemistry  
Miss. Priyanaka. V – Anatomy and Physiology & Biochemistry  
Miss. Raghavi – Anatomy and Physiology & Biochemistry
3. The supplementary batch two students were unsuccessful and carry the subject to II year B.D.S. (Miss. Krithika Sree – Anatomy and Mr. Dhanesh Bala – Anatomy).
4. Among the students who were in II year B.D.S. with an arrear paper in Physiology & Biochemistry Mr. Shankar Ganesh and Miss. Thaiyal Nayaki were unsuccessful.
5. The remedial classes for the supplementary students in first year B.D.S. shall be for the entire day (9.00am – 3.30pm) and to follow the schedule below.
6. The remedial classes for the arrear students in second year B.D.S. shall be in the respective subject at time as mentioned in the schedule below.
7. Students in the break batch (supplementary batch) in the I year B.D.S should report to Dr.Sreeja. C at the dept. of Oral Pathology daily at 8.30 am and 3.30 pm and register the work done on each day.

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8. The internal and model examination schedule shall be as per circular CDCRI/DEU/2017/024 dated 27.04.17, Schedule of Internal Assessment Theory Examination - Feb 2018 exam Batch

**FIRST YEAR BDS REMEDIAL CLASS SCHEDULE FOR FEBRUARY 2018 EXAM GOING STUDENTS**

S No	Student Name	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	Harish Raghav <sup>#</sup>	Anatomy	Anatomy	Physiology	Physiology Biochemistry	Biochemistry	Oral Histology
2	Harini Prabha <sup>#</sup>	Anatomy	Anatomy	Physiology	Physiology Biochemistry	Biochemistry	Dept of Oral path
3	Madhanarajan <sup>#</sup>	Dept of Oral path	Dept of Oral path	Physiology	Physiology Biochemistry	Biochemistry	Oral Histology
4	Priyanka V <sup>#</sup>	Anatomy	Anatomy	Physiology	Physiology Biochemistry	Biochemistry	Dept of Oral path
5	Ragavi <sup>#</sup>	Anatomy	Anatomy	Physiology	Physiology Biochemistry	Biochemistry	Dept of Oral path
6	Thaiyal Nayaki <sup>#</sup>			Physiology	Physiology Biochemistry	Biochemistry	
7	Shankar Ganesh <sup>#</sup>			Physiology	Physiology Biochemistry	Biochemistry	
8	Dhanesh Bala <sup>*</sup>		Anatomy 2-4pm				
9	Kiruthika Sree <sup>*</sup>		Anatomy 2-4pm				
10	Lakshmi Priya <sup>*</sup>		Anatomy 2-4pm				
11	Shruthi S <sup>*</sup>			Physiology 2-4pm	Biochemistry 1-3 pm		

\*Students who have carry subject # Student in break - 9.00am - 3.30pm

Principal

  
Convener DEU

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All first year subject departments

All second year subject departments

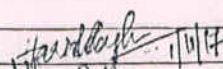
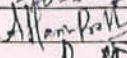

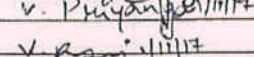
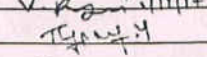
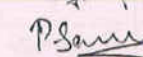
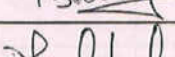
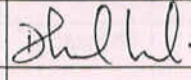
Course incharge

LMS

  
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**FIRST YEAR BDS REMEDIAL CLASS MEETING**

**DATE:1/11/17**

S No	Student Name	SIGN
1	Harish Raghav	
2	Harini Prabha	
3	Ma <del>h</del> anarajan	
4	Priyanka V	
5	Ragavi	
6	Thaiyal Nayaki	
7	Shankar Ganesh	
8	Dhanesh Bala*	
9	Kiruthika Sree*	
10	Lakshmi Priya*	
11	Shruthi S*	

\*students who have carry subjects



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CDCRI/DEU/2017/023

20.04.2017

**Minutes of the meeting**

A meeting of the Principal, course in-charges and subject incharge for second year dental students (regular and supplementary batch) was held on 21.04.17 (Friday) at 10.45 pm – 11.30pm in the department of Oral & Maxillofacial Pathology. The agenda for the meeting was as in circular CDCRI/DEU/2017/019 dated 10.04.2017.


The following faculties were present:

- Dr.R. Sathish Muthukumar, Convener, DEU   
Dr. Duraivel, Dental Incharge (2015 – 16 batch), Dept. of Pharmacology  
Dr. Anu, Dental Incharge (2016 – 17 batch), Dept. of Pharmacology  
Dr. Preethi, Dental Incharge, Dept. of Microbiology  
Dr. Saritha, II year Course Incharge

**Resolution:**

1. The entire subject teaching department of second B.D.S shall submit the list of slow learners of the regular batch students (Aug 2017 exam session) based on their 1<sup>st</sup> and 2<sup>nd</sup> internal examination performance and the remedial measures to be taken.
2. Separate counseling sessions shall be arranged for the slow learners through the students counseling center.
3. All subjects teaching department shall submit the list of students lacking in attendance.
4. The student' progress and the attendance particulars shall be communicated to the parent through the PTA and during the Parent - teachers meet to be held on 06.05.17 (Saturday).

Principal

  
Convener DEU

Copy to:

Dental Office

IQAC

All second year subject departments



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1. IQAC - gaw

2. Dental office -  $\frac{R}{02/05/17}$

③ Prosthodontics - R. Cu

④ Microbiology  $\frac{R}{2/5/17}$

⑤ Pathology  $\frac{Dr R. Vasudeva}{2/5/17}$

⑥ Pharmacology  $\frac{R}{4/5/17}$



19.01.2018

CDCRI/DEU/2018/003

Minutes of the meeting

A special meeting of the dental education unit was convened on 19.01.18 (Friday) at 10.30 am in the department of Oral & Maxillofacial Pathology. The following members / faculty were present during the meeting.

- Dr. R. Sathish Muthukumar – Convener, DEU *SM*  
Dr. M. Shanmugam – DEU Incharge for schedules and results, PTA Convener *MS*  
Dr. Ashwath, course incharge – final year (Regular) *AS*  
Dr. Yamini, course incharge – final year (Supplementary) *Y*  
Dr. Agila - third year (Regular) *AG*  
Dr. Bhavna Pandey – third year (Regular) *BP*  
Dr. Nachiammai – third year (Supplementary) *N*  
Dr. Manu Unnikrishnan – second year (Regular) *MU*  
Dr. Divya Natrajan – second year (Supplementary) *N. Divya*

Agenda of the meeting:


1. Follow up of the first to final year batches during the academic year
2. Communication to the parent
3. Appointment of Chief superintendent and invigilators for the TN Dr. MGR Medical university examination – February 2018 session

Resolutions adopted:

1. The meeting of the DEU and PTA will hereafter be held every month on the first Friday.
2. The course incharge will continue to monitor the students and the attendance shall be analyzed on monthly basis.
3. The details of the academic progress and attendance shall be submitted during the monthly meeting.
4. Academic progress of the slow learners will be communicated to the parent through the PTA.
5. The students whose attendance is less than 75% for the month shall be called and counseled. The same shall be informed to the parents time to time.
6. All letters to the parents will be posted through the PTA following the registration of the postal details in the PTA register maintained by Dr. M. Shanmugam, PTA Convener
7. All communication made with the parents in person, through telephone or anyother mode should be registered in the respective student data page in the DEU register.
8. Dr. Shanmugam will be the Chief Superintendent for the TN Dr. MGR Medical university examination – February 2018 session and invigilators will be appointed accordingly based on the number of candidates appearing in each subject session.

*SM*  
Dr.R. Sathish Muthu Kumar  
Convener, DEU

Cc:  
Dental office  
IQAC  
PTA

*Shanmugam*  
20/1/18  
  
  
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1. It was discussed if Model exam is required for Final Year students DEU to discuss with respective departments' HODs.

2. DEU members reformed

Dr. Saravana Kumar - Ormo HOD - Chairperson

Dr. Shanmugam - Professor Peio - Circular + Schedule Convener

Dr. Divya.N. - s.lectures Peio - Meeting Convener

3. All DEU meetings to convene every Tuesday from 9:30 - 10:30 am

4. To discuss if 'Internal assessments' / microtests are required.

MEMBERS ATTENDED :

1. Dr. Rajan

2. Dr. Saravana Kumar

3. Dr. Shidhaan

4. Dr. Satish Nuthu Kumar

5. Dr. Shanmugam

6. Dr. Ashwath

7. Dr. Sivansatish

8. Dr. Christeffi

9. Dr. Divya

1. Dean discussed the need for model exam / model practical for Final years via feedback from students
2. Suggestions by Dean - if the student passes all 3 Internal exams, they do not need to write model exams. If they fail, the student should request for model exam.
3. If all internal exam the student has passed - 3.5 marks.  
 Failed - 1 mark  
 absent - 0  
 For a total - 10 marks.
4. Peer group (slow learners) schedule for IV years to be decided.
5. Can introduce monthly review of each student with viva.
6. If model exam is not scheduled, practical / viva / quota completion can be done in the month before exam.
7. All the above options to be discussed with students + HODS. prior to next meet.

## MEMBERS ATTENDED:

1. Dr. Saravana Kumar

2. Dr. Shanmugam

3. Dr. Divya.



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## MEETING FOR SLOW LEARNERS / FAILED STUDENTS.

1. Dr. Satish suggested to review if any candidates should be discharged from the course.

2. Dean's schedule on Review meeting for these students presided by Dr. Satish

1 <sup>st</sup>	REVIEW	-	22.10.18
2 <sup>nd</sup>	REVIEW	-	12.11.18
3 <sup>rd</sup>	REVIEW	-	30.11.18
4 <sup>th</sup>	REVIEW	-	12.12.18
5 <sup>th</sup>	REVIEW	-	20.12.18
	FINAL REVIEW	-	17.01.189

## MEMBERS ATTENDED:

1. Dr. Satish
2. Dr. Christoffi
3. Dr. Rajesh
4. Dr. Sneeram
5. Dr. Sneha
6. Dr. Divya



1. It was decided that there would be no theory model exams for final year students.

2. Interns feedback reviewed by Dr. Sridharan - students wanted to learn PG cases. But due to inadequate time for interns to learn everything it was decided to teach them management of all cases comprehensively

3. Interns should be posted for more <sup>in number</sup> for clinical posting departments (Proseuo & Eudo) with more no. of patients.

4. To review students' feedback

MEMBERS ATTENDED :

1. Dr. Rajesh

2. Dr. Satish Murukumar

3. Dr. Saravana Kumar

4. Dr. Sridharan

5. Dr. Anima

6. Dr. Jai

7. Dr. Sivansathish



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CDRI / DEU / MIN / RDR / 004

1. A meeting was convened presided over by Dr. Saravana Kumar and all course incharges.
2. Inputs from Dr. Sreeja that I pad orientation programme is needed for Secoud Year Incharges.
3. Inputs from all year incharges that attendance from LMS department is not given on time & that repeated reminders need to be given to Mr. Kabilan.
4. Dr. Jagadeesh gave an input on need for NEET orientation programme as requested by interms.
5. To review the above inputs in the next meeting after a week.

MEMBERS ATTENDED.

1. Dr. Saravana Kumar
2. Dr. Divya
3. Dr. Aswathi
4. Dr. Agila
5. Dr. Jagadeesh
6. Dr. Sreeram
7. Dr. Sreeja
8. Dr. Padmasree

*(Handwritten signatures and initials next to the list of members)*

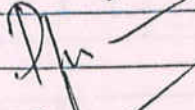
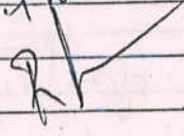
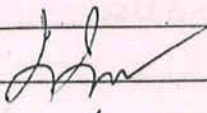


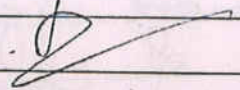
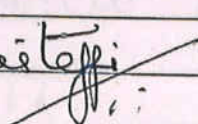
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Minutes of Meeting  
12 held on 3/12/18

Meeting attended by:

1. Dr. P. Rajesh - 
2. Dr. Sridharan - 
3. Dr. Joe -
4. Dr. Sathish - 
5. Dr. Anitha - 
6. Dr. Divya - 
7. Dr. Sadasiva - 
8. Dr. Christoffi - R. Christoffi 

Agenda of the meeting:

To discuss about irregular attendees (Final year students)

Final year

Students with irregular attendance and those who do not attend college at all were of concern as their Univ. Exam is in 2 months time.

HOD's & representatives from every

Final year dept were called for the meeting.

- Students failing to satisfy 75% attendance, would not make themselves eligible for the university Exam - abiding the MGR University rules

- Dr. Sridharan raised a concern about allowing the students for exam if they do not attend & exercise the clinical work - Dean explained again that minimum theory & clinical attendance as per university norms. is mandatory to appear for Exam.

- Dr. Joe questioned about the minimum attendance requirement for the students appearing for the second time - Dean again explained with the university communication secretary that 75% attendance requirement even for second attempt.

- Dr. Sridharan again raised a concern about students with health issues - Dean responded by reminding, it is mandatory

MSI

for the students to have a medical file with Chettinad hospital thereby ~~near~~ medical care could be given to those on emergency need without starting from the scratch.

- Meeting was concluded suggesting minimum 75% attendance is required to be eligible for Univ. Exams either for first attempt or second attempt and also it was insisted by Dean to all the faculties to ~~make~~<sup>Put</sup> all the maximum efforts to reach, communicate, convince the students to attend College regularly.

16 Minutes of the Meeting  
held on 4/12/2018

CDCRI/DEU/MIN/2018/006

Agenda - To discuss regarding students progression, attendance details.

Meeting attended:

1. Dr. Rajesh - Pm ✓
2. Dr. Saravanan Kumar - SFF ✓
3. Dr. Saroja - ST ✓
4. Dr. Padma - P ✓
5. Dr. Sureshram - Saeran ✓
6. Dr. Ajila - JYS ✓
7. Dr. Aswath - AS ✓
8. Dr. Divya - D ✓
9. Dr. Satish I.T head.

★ Dean addressed the meeting regarding importance of students attendance for attending university Examination.

★ Mr. Satish (I.T head) was explained

★ Dean explained again that minimum theory & clinical attendance as per university norms is 75%.

★ Some doctors raised concerns about attendance requirement for second attempt. Dean clarified that a minimum of 75% attendance is required to attend exams.

★ Dean also raised the importance of Biometric attendance and asked Mr. Satish (IT head) to monitor the same and provide Biometric details from LMS on a regular monthly basis.

★ Mr. Satish accepted to do the same.

Meeting was concluded that Biometric attendance details from LMS <sup>will be provided</sup> on a regular basis as discussed. Bv.

ABE

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CHENNAI


18 Minutes of the Meeting  
Held on 14/12/2018

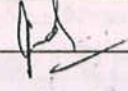
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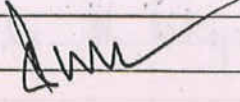
Agenda of the Meeting :-  
Monitoring students for upcoming  
MIDAS scientific and sports and cultural  
programmes.

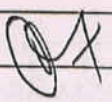
Meeting attended by :

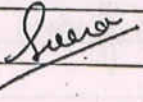
Dr Saravanakumar 

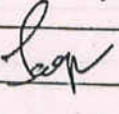
Dr. Divya 

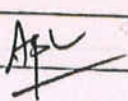
Dr. Padmasree 

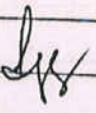
Dr. Deepak 

Dr. Shreya C 

Dr. Sridhar 

Dr Jagadish 

Dr. Ashwath 

Dr Agila 

Dr

\* Dr Saravanakumar addressed the meeting and informed faculties about the upcoming MIDAS Scientific, sports and cultural Programmes which will be held



inside college campus.

\* Dr. Sowiam <sup>raised</sup> his concern about difficulty in monitoring students <sup>when</sup> big events happening in college.

\* Dr. Saravanan Kumar said it would be better to allot separate male and female faculties for monitoring students activities.

\* Dr. Saravanan Kumar advised Dr. Padmasree (Cyber Incharge) and Dr. Deepak (II year Incharge) as the mentors for monitoring students.

(Miss)

\* Dr. Deepak and Dr. Padma monitored all students.

\* Dr. Padma monitored first year and second year students.

\* Dr. Deepak monitored third year, final year and Interns.

\* Attendance was taken every day mornings at 8:30 AM, afternoon at 1:00 pm and evenings at 4:00 pm.

\* Additionally on cultural days attendance was taken at 8:00 pm at the end of the function.

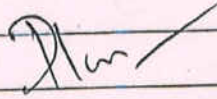
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CDCRI / DEU / MIN / 2018 / 008

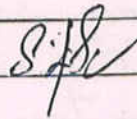
Minutes of the Meeting held on 12/12/2018

Agenda :- To Organise a CDE programme

Dr Rajesh



Dr Saravankumar



Dr Divya



Meeting Minutes :-

\* A CDE programme was organised by dental education unit to benefit BDS students on Value based learning

\* A CDE Programme was organised in the topics on NACO Protocol, Basic life support, Biomedical waste management and medical emergencies in

dental practice

\* These programmes help the students to improve the confidence level and more orientation to the subjects.

\* Biomedicate waste management helps in proper disposal of waste in clinical practice

\* Medical emergencies gives confidence to students in saving life in case of any medical emergencies.

Apur





CDCRI / DEU / MIN / 2019 / 001

Minutes of the Meeting held on 11/1/2019

Agenda: Faculty mentorship was introduced

Meeting Attended by :-

Dr. Rajesh

Am

Dr. Saravina Kumar

S.K.S

Dr. Divya

DD

Dr. Sneha

DX

Dr. Ashwath

AS

\* Principal sir addressed the meeting during the importance of faculty mentorship programme.

\* He also added the benefits students will get by this Programme.

\* Principal sir advised to form a mentorship programme with 3 to 4

students to a faculty.

\* Principal sir also suggested to delt- students from different year to a faculty.

by me

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*(Red stamp)*

\* Principal addressed the meeting saying and explained the problems ~~like~~ faced by non-funded the SMS system.

\* Principal in also conveyed his concerns faced by student Incharges and Parents as the SMS system was not functional.

\* Principal in also advised IT head to reactivate the SMS system and bring it back to immediate effect.

\* IT head acknowledged with Principal  
Sir.

17/2/2020

What is happening?

\* New SMS system is functional.

\* Once ~~study~~ faculty punches all the students should punch within 7 minutes. If the student fails to do so message will be sent to parent by 4pm on the same day.

\* If student punches late or forgets to bring his i.d card he/she can get a signature from the faculty and submit it at CMS department so the message will not be sent to parents.

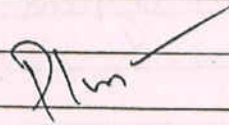
(A.P.I.)

PRINCIPAL  
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KELAMBAKKAM - 603 103.

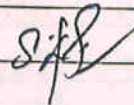
CDCRI / DEU / MIN / 2019 / 002

Minutes of the Meeting held on 7/2/2019Agenda: Reactivation of the SMS systemMeeting attended by:

Dr. Rajesh



Dr. Saravanan kumar



Dr. Divya



Dr. Sreeja



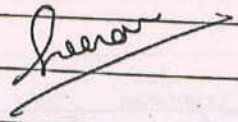
Dr. Padmasree



Dr. Deepak



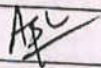
Dr. Sreeram



Dr. Ajala



Dr. Ashwath



Mr. Satish (IT Head)



CDCRI/DEU/MIN/2019/003

Minutes of the Meeting held on 9/9/2019

Agenda :- To Manage students with problems.

Meeting Attended by :

Dr Rajesh

*[Signature]*

Dr Saravana Kumar

*[Signature]*

Dr Yamini

*[Signature]*

Dr Shreeja

*[Signature]*

Dr Radna Shree

*[Signature]*

Dr Deepak

*[Signature]*

Dr Sreeram

*[Signature]*

Dr Ajila

*[Signature]*

Dr Aishwarya

*[Signature]*

Dr Ashwath

*[Signature]*

Dr Christoffi

*[Signature]*

Dr Jagannatha

*[Signature]*

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KELAMBAKKAM - 603 103.

\* Principal addressed the Meeting on what to do if ~~the student reports to~~ year Incharges <sup>has any problem with students</sup> ~~with any specific problems~~.

\* Principal sir said If you (year Incharges) find a problem with students, don't show tell anything directly to the respective students & go to senior mentors (Dr. Snavana Kumar, Dr. Christoffi & Dr. Jagannatha) don't loose focus or take decision.

\* Present II year students have more problems (Depm) (students not following rules of college and not coming to college)

\* Make sure all the additional batch students have 75% attendance

\* Year Incharges to speak with failed students and give a short schedule and to make sure short tests and discussions are going on in the respective departments student failed.   
 Schedule?

\* Students were given regular schedule by year Incharges.

ABL

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Minute of the Meeting  
CDCRI/DEU/MIN/2019/004

Dr Rajesh

Dr Saravara Kumar

Dr Deepak

Dr Seeraram

Dr Serena

Dr Merlin

Dr Ajila

Dr Sai Archana

Dr Devi

Dr Liji

Dr Shreeja

Dr Yamini

Dr Ashwath

Dr Japanatha

Dr Christy R. Chinn

Dr Anisha

Dr Padma

Agenda:

Orientation Meeting between Year Incharges and Attendance Monitoring faculties.

I yr Year Incharges

① Dr Shreeja

② Dr Padma sree

Dr Merlin

Dr Serena

II yr Incharges

① Dr Seeraram

② Dr Deepak

Dr Merlin

Dr Anisha

### III yr Incharges

- ① Dr Agula  $\frac{16/12/19}{16/12/19}$       Dr Devi ~~Pr~~  
 Dr Lige  
 ② Dr Aishwarya      Dr Divya (Library) ~~Pr~~

### IV yr Incharges

- ① Dr Ashirath      Dr Sairachana  
 Dr Devi  
 ② Dr Yamini      Dr Manjori

\* Dr ~~Pr~~ Saravana Kumar addressed the meeting

\* Dr Sreeram said - Leave forms can be signed from the departments and submitted to year Incharges and take a picture and sent to DEU Mail i.d.

\* Attendance Committee monitors to check students punch details.

\* Dr. Shreeja said 1 year students are not supposed to have mobile phones so students will not be able to ~~take a picture of~~ <sup>take a picture of</sup> leave forms.

ABE

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\* Dr Shreeram said II year students can have separate mail Id formed by faculty Incharge and picture of leave forms can be sent after getting signature.

\* Dr Deri Senior lecture from Dept of Pedodontics will be a attendance monitor for III year students and IV year students.

\* Dr Shreeja said If any programme is happening all the communications to be sent to DEU and DEU will inform CMS department regarding Punch details.

\* Dr Saravankumar raised his concern about students punch not getting recorded even after punching.

\* I year Incharges said the CMS department is not providing attendance to them on monthly basis.

\* Dr Padma & Dr Malis said punch details are not usually getting recorded for morning classes and post-dunch classes. They also said "students are not coming to college by 8:30am".

\* Parents are also receiving messages very late

\* Revised II year time table to be given to LMS

\* Dasanavana kumar asked II year Incharges to rectify the changes with EMS department

\* Dr Jaganatha ~~sir~~ said students <sup>can</sup> message in group that that do have (forget to bring) Id Card and they are not able to punch.

\* Dr christoffi said all Incharges to send the students who ~~are~~ have any trouble for counselling

\* Dr Ashwath said the attendance monitors to inform him prior before giving any instructions to students. All the instructions should go through him.

\* Principal sir said to document all the instructions given by year Incharges to and Dr christoffi to monitor the registers.

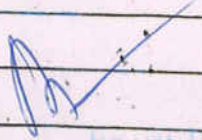
\* Dr Jaganatha advised all year Incharges to form a flow chart on handling the students.

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### Remedial Measures :-

- \* Meeting was concluded by forming a protocol to collect leave forms from students.
- \* First, second and third year incharges are requested to collect leave forms and store it.
- \* Final year Fresh leave forms to be collected by attendance monitors (Dr Devi, Dr Saiarshan and Dr Manjori).
- \* Attendance Committee members to check students punch details.
- \* In case of any events or programs are happening in college all communications are to be sent to DEU and DEU to inform LMS dept.
- \* Students to punch within 7 minutes after the faculty punches.

  
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