













Chettinad
 Dental College & Research Institute

COLLEGE – COUNCIL

The College Council has been formed on 03-01-2015. The council aims to lay down the path the institution takes on a yearly basis with an emphasis on student development and institutional progress on all the three fronts – academic, clinical, and research.

The members of the council are as follows:

CHAIRPERSON	Dr. P. Rajesh (Principal, Professor Department of Oral and Maxillo facial Surgery)	Signature 
CONVENER	Dr.Sathish Muthukumar (Professor Department of Oral and Maxillo facial pathology)	
MEMBERS	Dr.Anitha (Professor Department of Periodontics)	
	Dr. Sridhar (Professor Department of Prosthodontics)	
	Dr.Senthilkumar (Professor Department of Conservative Dentistry and Endodontics)	
	Dr.Joe Louis (Professor Department of Paedodontics)	
	Dr.M.Shanmugam (Incharge, Department of Public Health Dentistry)	
	Dr.Saravana Kumar (Professor, Department of Orthodontics)	
	Dr.Sivan Sathish (Professor Department of Oral Medicine and Radiology)	
MANAGEMENT MEMBER	Mr.Venkatachalam	



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The resolutions passed at this time are as follows --

1. It was decided to conduct the meeting at two time points in an year –
 - a. August – September – Prior to start of academic year of regular batch
 - b. February – March – Prior to start of academic year of supplementary batch
2. Work to be allotted to different committees and collect reports at regular intervals
3. Reports on students academic and clinical progress to be reviewed periodically to incorporate changes/modifications in time tables, posting schedules, assessment patterns etc
4. Induction of members in each committees and changing of the members at regular intervals to ensure equal opportunity to all faculties
5. Proposal submission on any institutional policy changes to the management at regular intervals
6. Formulation of any new committee/sub-committee as and when required
7. A feedback is to be collected from the stake holders – students, faculties, employers, and alumni regarding various issues including but not fixed on curriculum, syllabus, and examination patterns.

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Chettinad
Dental College & Research Institute

COLLEGE COUNCIL MEETING- March 03 2015

Time – 9:30am Onwards

Venue – Dental Office Boardroom

Members attended	Signature
Dr. P. Rajesh	
Dr.Sathishmuthukumar	
Dr.Senthil Kumar	
Dr. Sridhar	
Dr. Joe Louis	
Dr.Anitha	
Dr.Jagannatha	
Dr.Saravana Kumar	
Dr.Sivan Sathish	
Mr.Venkatachalam	

The meeting was chaired by the Principal CDCRI.

Agenda –

1. Success of the NAAC inspection
2. Schedule for lecture classes and Internal assessment examinations for the upcoming academic year
3. Posting schedule for the incoming supplementary batch
4. Anti- Ragging committee report to be discussed.

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Minutes of the meeting

1. Successful completion of NAAC inspection was shared among the faculties
2. The data received from all year incharges was discussed and evaluated (August 2015 exam batch)
3. The performance of our February 2015 exam batch students was discussed and the need for improvement was stressed by Dr.Senthil Kumar and Dr. Sathishmuthukumar
4. Students with deficient attendance (August 2015 exam batch) were to be summoned by their respective year incharges and discussion on the same was to be done
5. The results of the University examinations (February 2015 exam batch) was discussed and analyzed
6. Based on the analysis of the feedback on curriculum and syllabus collected from the stakeholders including students, faculties, employers, alumni and professionals, it was decided to conduct add-on courses and value-added courses for all 4 years of study.
 - a. I and II BDS – Lab diagnosis of microbiological infections
 - b. III and IV BDS – Basic implantology
 - c. Interns - Basic implantology
7. The groundwork and initial discussion on incorporating a Post Graduate course in the institution was spoken about
8. An IQAC was formed based on the criteria set by the NAAC and the process for the next cycle was set in motion
9. The meeting was adjourned following the discussions

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COLLEGE COUNCIL MEETING- September 07 2015

Time – 9:30am Onwards

Venue – Dental Office Boardroom

Members attended	Signature
Dr. P. Rajesh	
Dr.Sathishmuthukumar	
Dr.Senthil Kumar	
Dr. Sridhar	
Dr. Joe Louis	
Dr.Anitha	
Dr.Jagannatha	
Dr.Saravana Kumar	
Dr.Sivan Sathish	
Mt.Venkatachalam	

The meeting was chaired by the Principal CDCRI.

Agenda -

1. Focus on the academic upliftment of Tamil medium students
2. Analysis of university examination students
3. Induction of new member Dr.Jaganatha Professor, Department of Public Health Dentistry

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Minutes of the meeting

1. The achievement of “A” grade in the NAAC inspection was shared enthusiastically
2. Congratulations was passed around to all the faculties by the Principal and Mr.Venkatachalam on behalf of the management
3. The need to give special training for our Tamil medium students was discussed and the methods to ensure they compete on an equal platform with other students was emphasized
4. The success of the university examination results was shared and the work done to achieve it was appreciated
5. The report from the Dental Education Unit was shared and evaluated for changes if necessary. It was resolved to continue without any modifications
6. It was resolved to ensure that every department conducts atleast one CDE program per year
7. Dr.Jagannatha GV, HOD Department of Public Health Dentistry was welcomed into the fold and he was appraised of the rules, regulations and the functioning of the committee
8. Dr.Jagannatha GV outlined the plans and vision he holds for the development of the Department of Public Health Dentistry under his watch
9. Add-on and value-added courses for the academic year 2015-16 was discussed and decided.
 - a. I and II BDS – Neoplasia – Hallmarks
 - b. III, IV BDS and Interns – Direct composite artistry
10. Steps were charted for initiation of Post Graduate course in 8 specialties.
 - a. The application for Essentiality certificate from the affiliating university was discussed
 - b. Preparation for an university inspection was discussed and a resolution for the same was passed


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Dental College & Research Institute

COLLEGE COUNCIL MEETING- March 23 2016

Time – 9:30am Onwards

Venue – Dental Office Boardroom

Members attended	Signature
Dr. P. Rajesh	
Dr.Sathishmuthukumar	
Dr.Senthil Kumar	
Dr. Sridhar	
Dr. Joe Louis	
Dr.Anitha	
Dr.Jagannatha	
Dr.Saravana Kumar	
Dr.Sivan Sathish	
Mr.Venkatachalam	

The meeting was chaired by the Principal CDCRI.

Agenda –

1. Review of the inspection process
2. Discussion of the progress of the students appearing for the upcoming examination session
3. Conduct model clinical examination for the students
4. Progress in the post graduate course application process

Minutes of the meeting

1. The inspection process was reviewed and the follow up to the same was also discussed
2. The letter of essentiality was shared and appreciated by all members



3. All the opinions from the members was taken into consideration and it was unanimously decided to go forward with hope and fervor
4. Principal instructed all HODs to prepare their departments and faculties for the anticipated DCI inspection
5. The attendance and internal assessment marks of the students who will be appearing for university examination in August 2016 was reviewed
6. Remedial measures for slow learners were discussed and a plan was charted for the same.
7. The plan was to be informed to the year incharges through the DEU
8. It was unanimously decided to conduct model practical/clinical examinations for all the students who will be appearing for the university examination
9. Add-on and value-added courses for the academic year 2016-17 was discussed and finalized.
10. feedback on the ongoing Add-on and value-added courses was analyzed and was decided to continue with the programs

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COLLEGE COUNCIL MEETING- September 19 2016

Time – 9:30am Onwards

Venue – Dental Office Boardroom

Members attended	Signature
Dr. P. Rajesh	
Dr.Sathishmuthukumar	
Dr.Senthil Kumar	
Dr. Sridhar	
Dr. Joe Louis	
Dr.Anitha	
Dr.Jagannatha	
Dr.Saravana Kumar	
Dr.Sivan Sathish	
Mr.Venkatachalam	

The meeting was chaired by the Principal CDCRI.

Agenda --

1. Discussion of results from the August examination session
2. Implementation of internal examination reforms in both conduction and evaluation
3. Progress on the pathway towards initiating the PG course
4. Clinical and academic performance analysis of the February 2017 examination students
5. Initiation of new year incharges into the DEU

Minutes of the meeting

1. New year incharges (Dr.Ashwath, Dr.Thailavathy – IV BDS, Dr.Agila, Dr.Bhavna III BDS February 2017 Exam Batch) were introduced by the Chairperson of DEU



2. They were appraised of the duties and responsibilities following which meeting continued with only the members
3. It was decided to issue answer booklets that mimic the University booklets to help the students write the internal examinations in a manner similar to the university examinations
4. It was also resolved to ensure that all the internal examinations are to be evaluated and marks to be submitted to the DEU and answer booklets returned to the students within 7 working days from the conduct of the examination
5. The students are also to be informed that any assessment related grievances are to be brought forward to the concerned subject/year incharge with 7 working days of receiving the evaluated booklet
6. Add on courses for the upcoming academic year was decided as follows
 - a. I and II BDS – Bite mark analysis
 - b. III, IV BDS and Interns – Rotary endodontics
7. The progress and requirements in the PG inspection process was discussed and noted for further action
8. The analysis of the completed university examination session was discussed and the role played by the DEU and year incharges was appreciated
9. The meeting was adjourned

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COLLEGE COUNCIL MEETING- March 24 2017

Time – 9:30am Onwards

Venue – Dental Office Boardroom

Members attended	Signature
Dr. P. Rajesh	
Dr.Sathishmuthukumar	
Dr.Senthil Kumar	
Dr. Sridhar	
Dr. Joe Louis	
Dr.Anitha	
Dr.Jagannatha	
Dr.Saravana Kumar	
Dr.Sivan Sathish	
Mr.Venkatachalam	

Agenda of the meeting:

1. Follow up of the first to final year batches during the academic year
2. University examination results discussion
3. General progress and direction of the institution
4. Preparation for 1st batch post graduate course admission and initiation
5. Post graduate students rules, regulations and general instruction framework and proposal

Minutes of the meeting

1. The meeting of the DEU and PTA will hereafter be held every month on the first Friday.

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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. Record books, assignment books for Post graduate students was discussed
7. Improvement in the general running of the institution was discussed and ways to improve was also framed

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COLLEGE COUNCIL MEETING- October 05 2017

Time – 9:30am Onwards

Venue – Dental Office Boardroom

Members attended	Signature
Dr. P. Rajesh	
Dr.Sathishmuthukumar	
Dr.Senthil Kumar	
Dr. Sridhar	
Dr. Joe Louis	
Dr.Anitha	
Dr.Jagannatha	
Dr.Saravana Kumar	
D: Sivan Sathish	
Mr.Venkatachalam	

Agenda of the meeting:

1. Schedule for lecture classes and Internal assessment examinations for the upcoming academic year
2. Posting schedule for the incoming batch
3. Modifications in the internal assessment examination scheduling with respect to IV BDS
4. Other general issues and concerns

Minutes of the meeting

1. The successful Post graduate students 1st batch admission was appreciated
2. The outline of the PG course outcomes, quota and other relevant issues were discussed
3. The DEU along with course incharges were requested to incorporate the respective timetables, clinical schedules for the incoming batches
4. The IV BDS students were informed to write their theory internal assessment examination in their respective clinical posting itself to save time and enable them to treat patients at the earliest


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5. The following add on courses was decided to be introduced for our students

- a. I and II BDS – Radiographic interpretation of diseases of bone
- b. III, IV BDS and Interns – LASERS in Periodontics

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COLLEGE COUNCIL MEETING- March 02 2018

Time – 9:30am Onwards

Venue – Dental Office Boardroom

Members attended	Signature
Dr. P. Rajesh	
Dr.Sathishmuthukumar	
Dr.Senthil Kumar	
Dr. Sridhar	
Dr. Joe Louis	
Dr.Anitha	
Dr.Jagannatha	
Dr.Saravana Kumar	
Dr.Sivan Sathish	
Mr.Venkatachalam	

Agenda of the meeting:

1. Follow up of the first to final year batches during the academic year
2. model exam requirement for final year students
3. Academic progress of the slow learners
4. Follow up of the first to final year batches during the academic year
5. University examination results discussion
6. Progress of the Post graduate students of all departments
7. Discussion regarding the 1st MDS university examination – Part – 1

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Minutes of the meeting

1. Suggestion put forward by principal - if the student passes all three internal exams, they do not need to write model exams .If they fail, the student should request for model exams.
2. Introduction of monthly review for students with additional viva voce
3. Academic progress of the slow learners are to be communicated to their parents through the PTA
4. The details of the academic progress and attendance shall be submitted during the next meeting
5. The students whose attendance is less than 75% for the month shall be called and counseled by a psychologist
6. Academic and clinical progress of the 1st MDS students were discussed department wise and any requirement on behalf of the departments were duly noted

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COLLEGE COUNCIL MEETING- September 17 2018

Time – 9:30am Onwards

Venue – Dental Office Boardroom

Members attended	Signature
Dr. P. Rajesh	
Dr.Sathishmuthukumar	
Dr.Senthil Kumar	
Dr. Sridhar	
Dr. Joe Louis	
Dr.Anitha	
Dr.Jagannatha	
Dr.Saravana Kumar	
Dr.Sivan Sathish	
Mr.Venkatachalam	

Agenda of the meeting:

1. Follow up of the first to final year batches during the academic year
2. Peer group (slow learners) schedule for four years to be decided
3. 2nd batch of MDS students in all departments joined
4. Interns feedback reviewed by Dr. SRIDHARAN

Minutes of the meeting

1. university examination results were discussed and the pass percentage was noted and appreciated
2. a peer group consisting of advanced learners was discussed and a list was prepared
3. Interns wanted to learn PG cases .It was decided to teach them management of all the cases comprehensively.
4. the initiation of the 2nd batch of MDS students in all departments was noted
5. appreciation of the work done by the admission committee was passed around
6. it was decided that the Interns should be posted in more numbers for clinical postings departments

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7. add on courses for the academic year are as follows
- a. I and II BDS – Forensic odontology
 - b. III, IV BDS and Interns – Laminates and Veneers

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COLLEGE COUNCIL MEETING- February 25 2019

Time – 9:30am Onwards

Venue – Dental Office Boardroom

Members attended	Signature
Dr. P. Rajesh	
Dr. Sathishmuthukumar	
Dr. Senthil Kumar	
Dr. Sridhar	
Dr. Joe Louis	
Dr. Anitha	
Dr. Jagannatha	
Dr. Saravana Kumar	
Dr. Sivan Sathish	
Mr. Venkatachalam	

Agenda of the meeting:

1. To arrive at a common consequences about irregular attendance (final year students).
2. Dr Sridharan raised a concern about allowing the students for exam if they do not attend and complete the clinical work.
3. Dr Joe questioned about the minimum attendance requirement for they students appearing for the second time
4. Follow up of the first to final year batches during the academic year
5. Discusion of the university examination results

Minutes of the meeting

1. Students with irregular attendance and those who do not attend college at all were of concern as their university exam is in two months of time

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2. Students failing to satisfy 75% attendance would not make themselves eligible for the university exams.
3. Principal explained that minimum theory and clinical attendance as per university norms is mandatory to appear for exam.
4. Principal again explained with the university communication circular that 75% attendance requirement even for second attempt
5. Principal declared that it is mandatory for the students to have a medical file with chettinad hospital thereby medical care should be given to those with emergency need without starting from the scratch.
6. university examination results were discussed

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